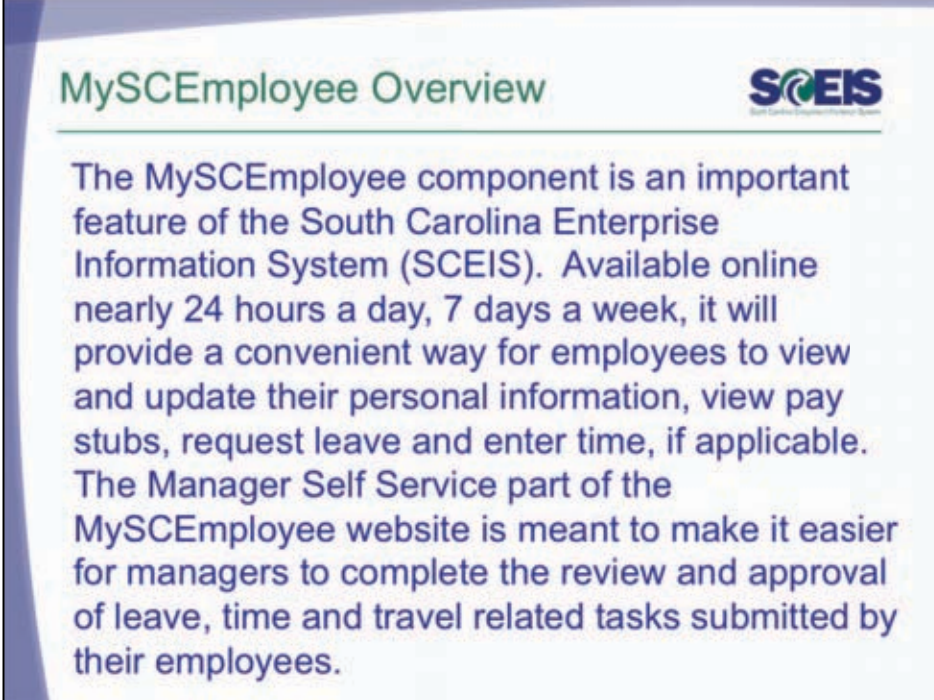



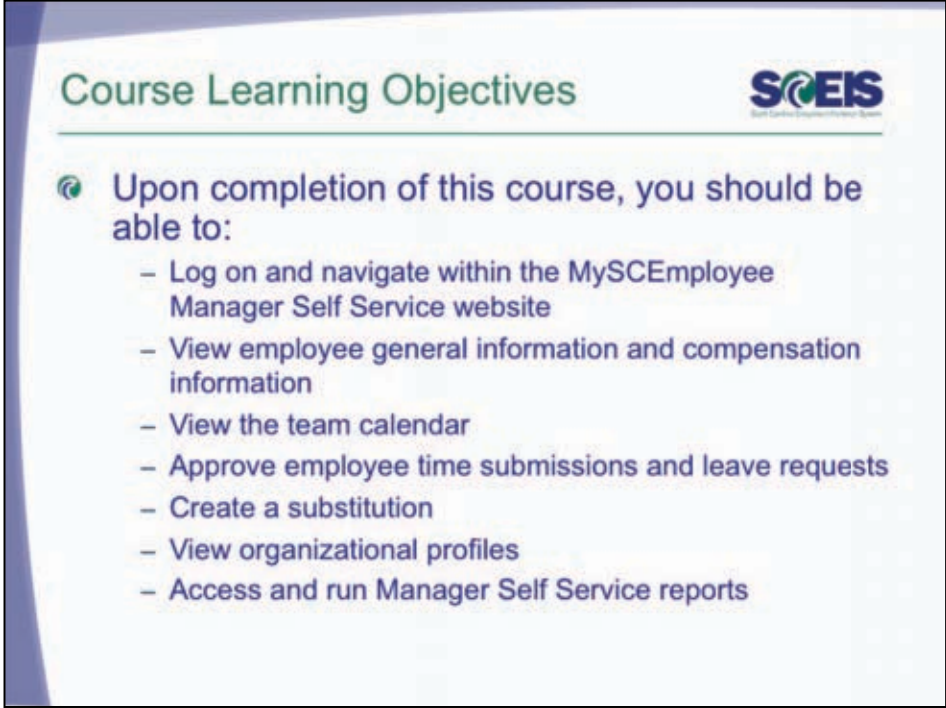
Welcome to MySCEmployee MSS100 – Manager Self Service. This course will provide state managers and supervisors with the terms, concepts, knowledge and skills associated with using the MySCEmployee Manager Self Service website.


A presentation slide titled "MySCEmployee Overview" with the SCEIS logo in the top right corner. The slide contains a paragraph describing the MySCEmployee component as an important feature of the South Carolina Enterprise Information System (SCEIS), available online nearly 24 hours a day, 7 days a week, for employees to view and update personal information, view pay stubs, request leave, and enter time. It also mentions the Manager Self Service part of the website for managers to review and approve tasks submitted by employees.

MySCEmployee Overview 

The MySCEmployee component is an important feature of the South Carolina Enterprise Information System (SCEIS). Available online nearly 24 hours a day, 7 days a week, it will provide a convenient way for employees to view and update their personal information, view pay stubs, request leave and enter time, if applicable. The Manager Self Service part of the MySCEmployee website is meant to make it easier for managers to complete the review and approval of leave, time and travel related tasks submitted by their employees.

The MySCEmployee component is an important feature of the South Carolina Enterprise Information System (SCEIS). Available online nearly 24 hours a day, 7 days a week, it will provide a convenient way for employees to view and update their personal information, view pay stubs, request leave and enter time, if applicable. The Manager Self Service part of the MySCEmployee website is meant to make it easier for managers to complete the review and approval of leave, time and travel related tasks submitted by their employees.

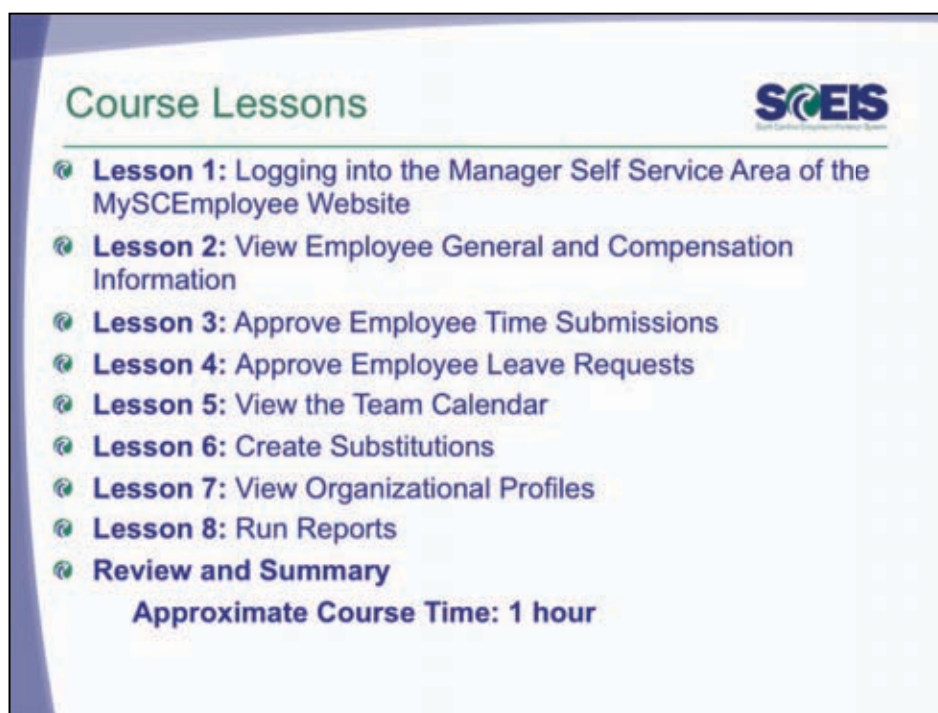
A presentation slide titled "Course Learning Objectives" with the SOEIS logo in the top right corner. The slide lists the objectives for the course, starting with a bullet point that says "Upon completion of this course, you should be able to:" followed by a list of seven tasks.

Course Learning Objectives 

- Upon completion of this course, you should be able to:
 - Log on and navigate within the MySCEmployee Manager Self Service website
 - View employee general information and compensation information
 - View the team calendar
 - Approve employee time submissions and leave requests
 - Create a substitution
 - View organizational profiles
 - Access and run Manager Self Service reports

Upon completion of this course, you should be able to:

- Log on and navigate within the MySCEmployee Manager Self Service website
- View employee general information and compensation information
- View the team calendar
- Approve employee time submissions and leave requests
- Create a substitution
- View organizational profiles
- Access and run Manager Self Service reports



This course includes the following lessons:

Lesson 1: Logging into the Manager Self Service Area of the MySCEmployee Website

Lesson 2: View Employee General and Compensation Information

Lesson 3: Approve Employee Time Submissions

Lesson 4: Approve Employee Leave Requests

Lesson 5: View the Team Calendar

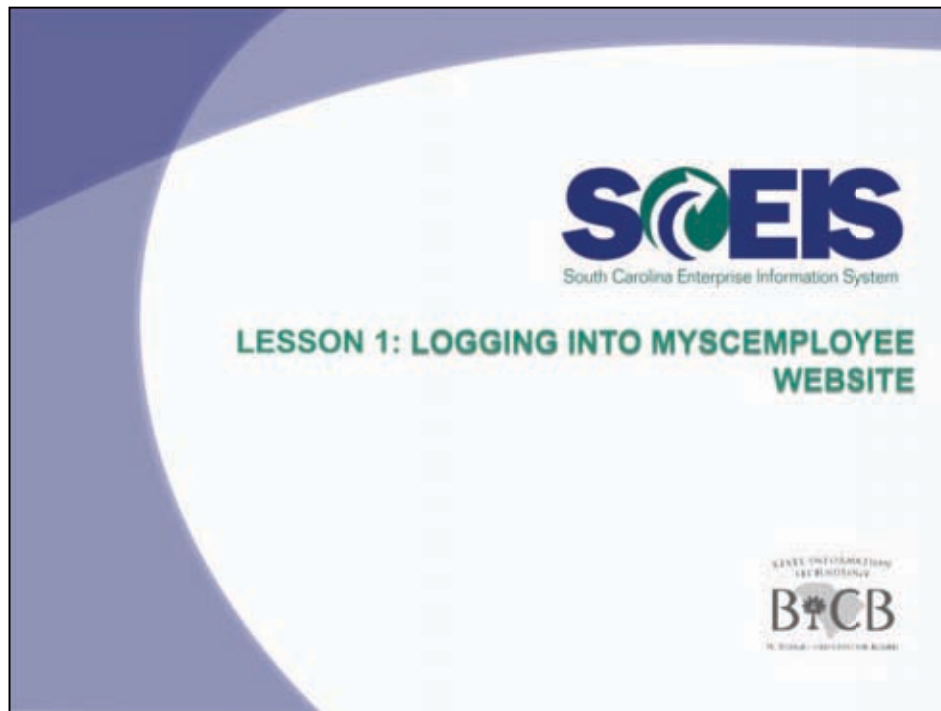
Lesson 6: Create Substitutions

Lesson 7: View Organizational Profiles

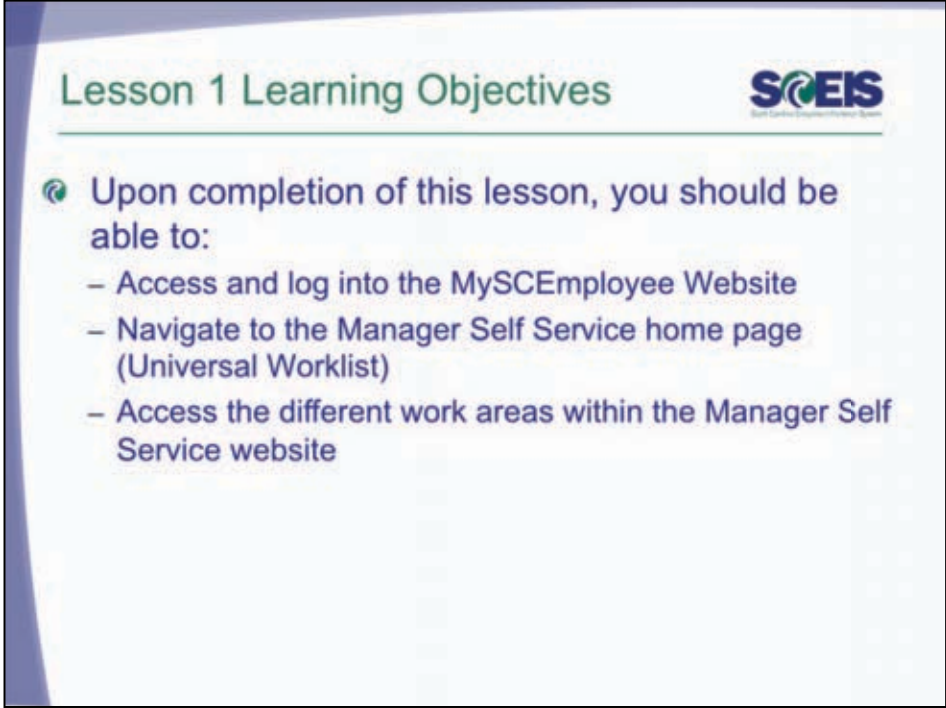
Lesson 8: Run Reports


Review and Summary

Please note that all managers should also complete the MySCEmployee Employee Self Service – ESS100 to course to learn how to perform their own administrative tasks in support of life and work events including submitting a leave request, viewing pay statement, and updating personal information.



LESSON 1: Logging into MySCEmployee Website

A presentation slide titled "Lesson 1 Learning Objectives" with the SOEIS logo in the top right corner. The slide lists three learning objectives for the lesson.

Lesson 1 Learning Objectives 

- Upon completion of this lesson, you should be able to:
 - Access and log into the MySCEmployee Website
 - Navigate to the Manager Self Service home page (Universal Worklist)
 - Access the different work areas within the Manager Self Service website

Lesson 1

Upon completion of this lesson, you should be able to:

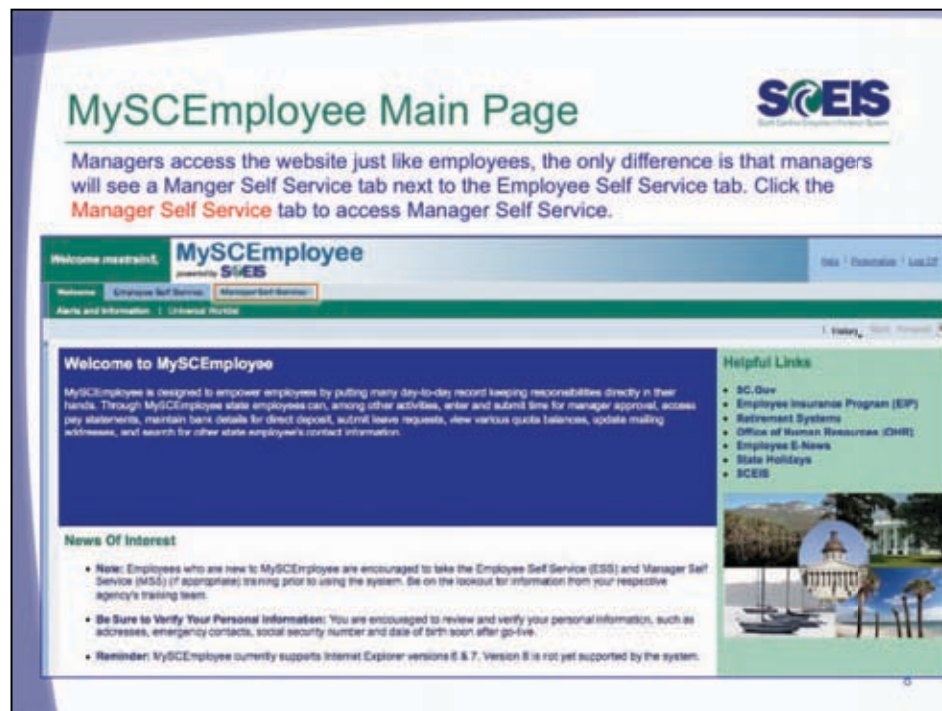
- Access and log into the MySCEmployee website
- Navigate to the Manager Self Service home page (Universal Worklist)
- Access the different work areas within the Manager Self Service area on the MySCEmployee website



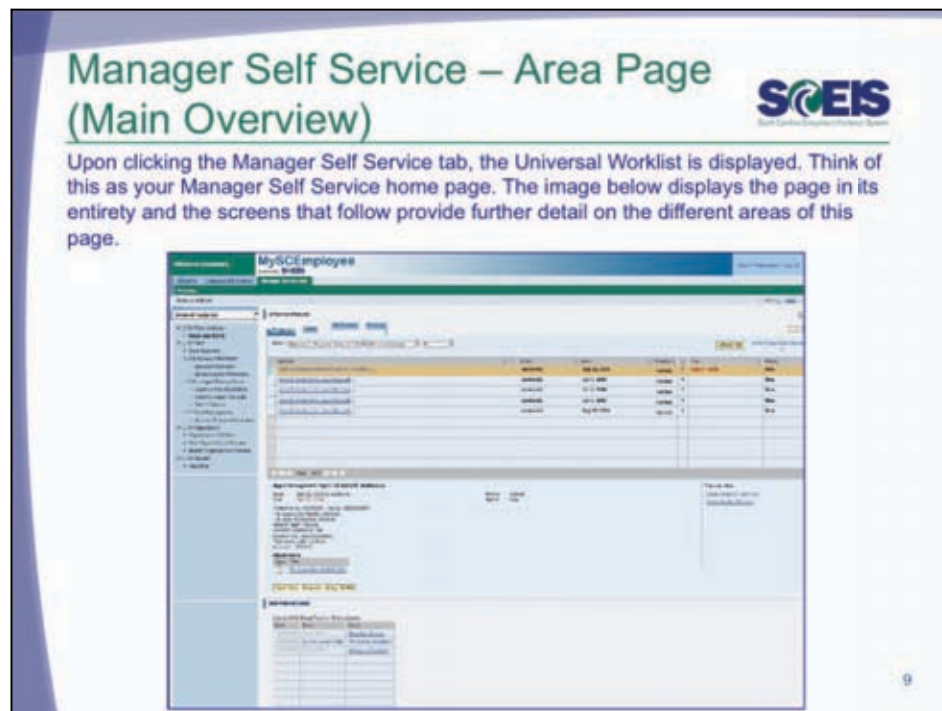
To access the MySCEmployee website:

1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password, which will be provided prior to your agency's go-live date, in the areas indicated. You will use the same User ID and Password for Manager Self-Service that you use for Employee Self-Service
3. Click the Log On button to be directed to MySCEmployee

Note: This link is not currently active. Once your agency goes live with the system and you are in receipt of your user ID and Password, you will then be able to go to the log-on screen to enter your information



Managers access the website just like employees, the only difference is that managers will see a Manager Self Service tab next to the Employee Self Service tab. Click the Manager Self Service tab to access Manager Self Service.



Upon clicking the Manager Self Service tab, the Universal Worklist is displayed. Think of this as your Manager Self Service home page. The Manager Self Service area page contains a lot of information. The image below displays the page in its entirety and the screens that follow provide further detail on the different areas of this page.

Manager Self Service – Area Page (Main Overview)

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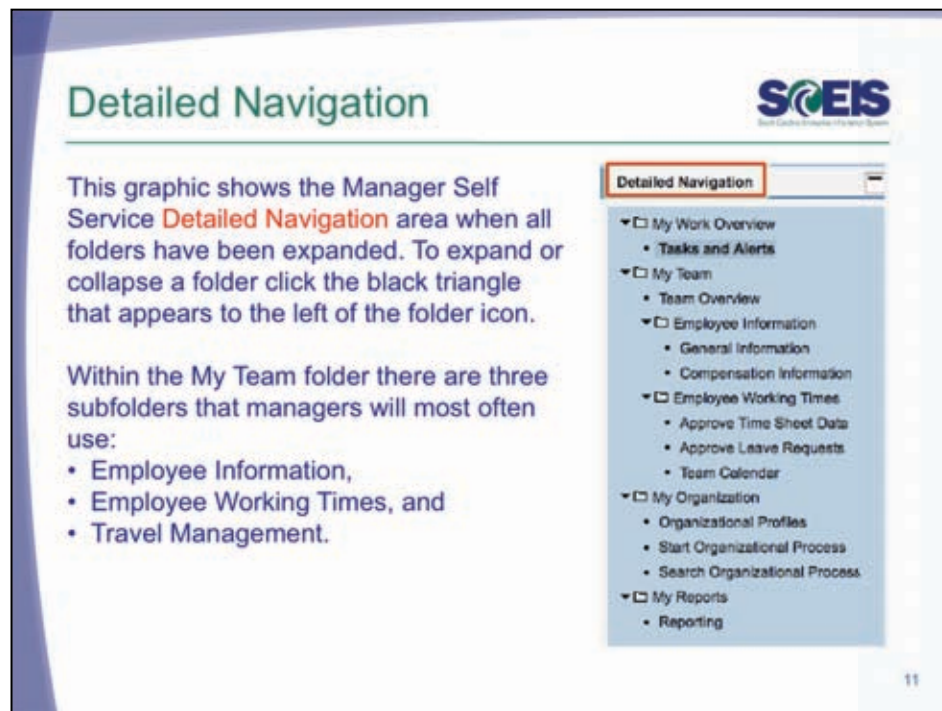
Manager Self Service provides a single access point for managers to find employee information and perform certain managerial tasks.

1. Notice that the **Manager Self Service** tab turned green because it is now active.
2. Through the Manager Self Service navigation structure, which appears on the left-hand side of the screen, you can access four primary folders (My Work Overview, My Team, My Organization and My Reports).

The screenshot shows the 'Manager Self Service' interface. On the left, a 'Manager Self Service Navigation Area' contains links to 'My Work Overview (Default)', 'My Team', 'My Organization', and 'My Reports'. The main area is titled 'MySCEmployee' and 'powered by SOEIS'. It features a 'Welcome mstraind.' message and a 'Manager Self Service' tab that is highlighted in green. Below the navigation area, there is a 'Detailed Navigation' section with links to 'My Work Overview', 'Tasks and Alerts', 'My Team', 'My Organization', and 'My Reports'. The main content area displays a 'Universal Worksheet' with columns for 'Subject', 'From', 'Sent', and 'Priority'. The 'Manager Self Service' tab is highlighted in green.

Manager Self Service provides a single access point for managers to find employee information and perform certain managerial tasks.


1. Notice that the Manager Self Service tab turned green because it is now active.
2. Through the Manager Self Service navigation structure, which appears on the left-hand side of the screen, you can access four primary folders (My Work Overview, My Team, My Organization and My Reports).



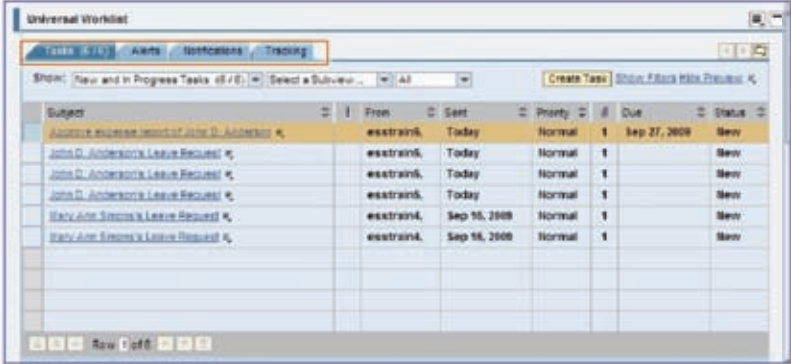
This graphic shows the Manager Self Service Detailed Navigation area when all folders have been expanded. To expand or collapse a folder click the black triangle (node) that appears to the left of the folder icon.

Notice in the My Team folder there are three subfolders that managers will most often use (Employee Information, Employee Working Times and Travel Management) .

Manager Self Service – Area Page (Main Overview)



The Universal Worklist has four tabs that organize information – **Tasks**, **Alerts**, **Notifications** and **Tracking**. The Tasks list is the default tab and displays your employees' leave and travel requests.



The screenshot shows the 'Universal Worklist' window with the 'Tasks' tab selected. The interface includes a search bar, a 'Create Task' button, and a table of tasks. The table has columns for Subject, From, Sent, Priority, #, Due, and Status. The tasks listed are all 'esstraind' requests for various employees, with due dates ranging from 'Today' to 'Sep 27, 2008'.

Subject	From	Sent	Priority	#	Due	Status
esstraind request of John D. Anderson #	esstraind	Today	Normal	1	Sep 27, 2008	Gen
John D. Anderson's Leave Request #	esstraind	Today	Normal	1		Gen
John D. Anderson's Leave Request #	esstraind	Today	Normal	1		Gen
John D. Anderson's Leave Request #	esstraind	Today	Normal	1		Gen
Wally Ann Smith's Leave Request #	esstraind	Sep 16, 2008	Normal	1		Gen
Wally Ann Smith's Leave Request #	esstraind	Sep 16, 2008	Normal	1		Gen

The Universal Worklist has four tabs that organize information – Tasks, Alerts, Notifications and Tracking. The Tasks list is the default tab and displays your employees' leave and travel requests.

**Manager Self Service – Area Page
(Main Overview)**

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Reminder of Dates section includes the following information:

- Reminders for training, credential checks and other work related relevant employee dates.
- Employee birthdays.

Note: You cannot add your own dates as the reminders originate from the employees' master records.

Universal Worklist:

Reminder of Dates

October 2009 Dates/Task for All Employees

Date	Event	Name
10/1/2009	Date of Birth	Mary Ann Simons
10/21/2009	EDMR Review Date	Michelle S. Dickerson
10/31/2009	Date of Birth	William J. Salvatore

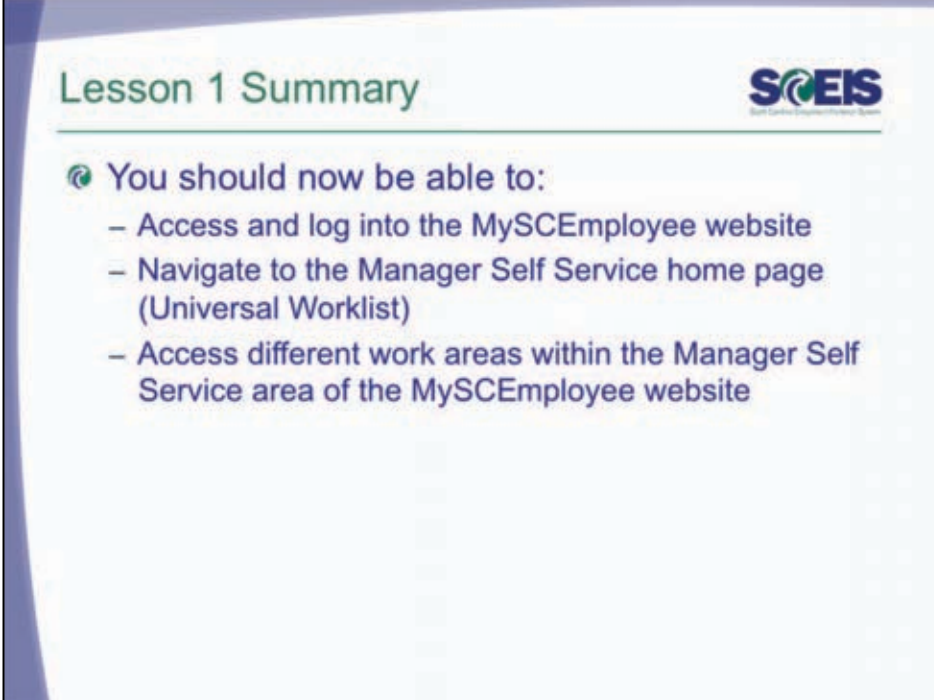
Row 1 of 3

Display Month Previous Next


Reminder of Dates, found at the bottom of the Universal Worklist alerts you of the following information:


- Reminders for training, credential checks and other work related relevant employee dates.
- Employee birthdays.

Note: you cannot add your own dates as the reminders originate from the employees' master records.

A presentation slide titled "Lesson 1 Summary" in green text. In the top right corner is the SOEIS logo, which consists of the letters "SOEIS" in blue with a green circular icon to the left. Below the title, there is a green circular icon with a white arrow pointing right, followed by the text "You should now be able to:". Underneath this, there is a bulleted list of three items, each preceded by a hyphen. The slide has a light blue background with a darker blue curved border on the left side.

Lesson 1 Summary



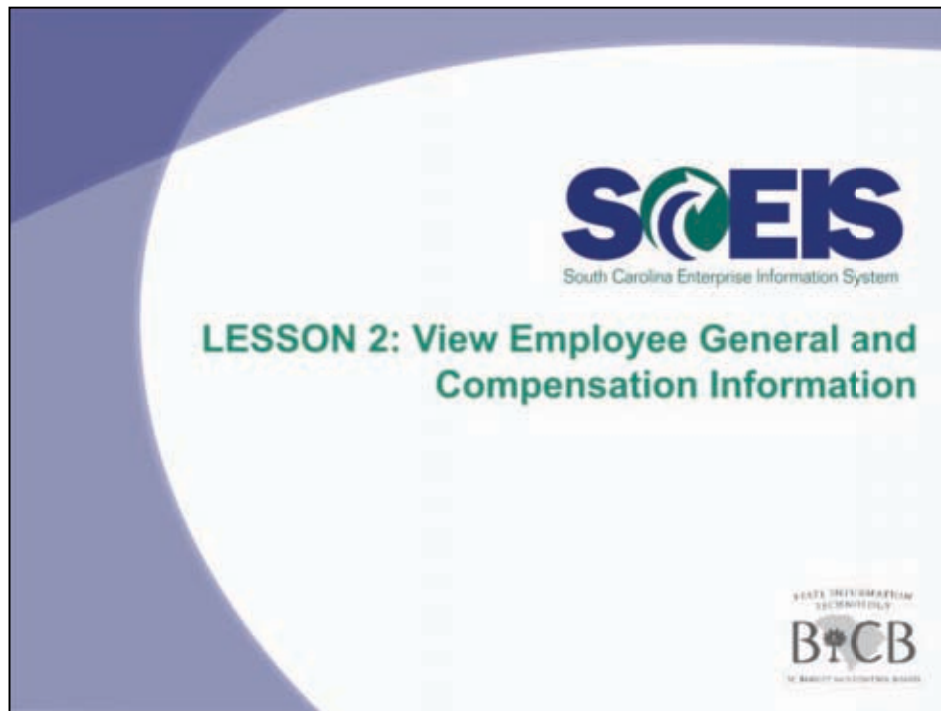
 You should now be able to:

- Access and log into the MySCEmployee website
- Navigate to the Manager Self Service home page (Universal Worklist)
- Access different work areas within the Manager Self Service area of the MySCEmployee website

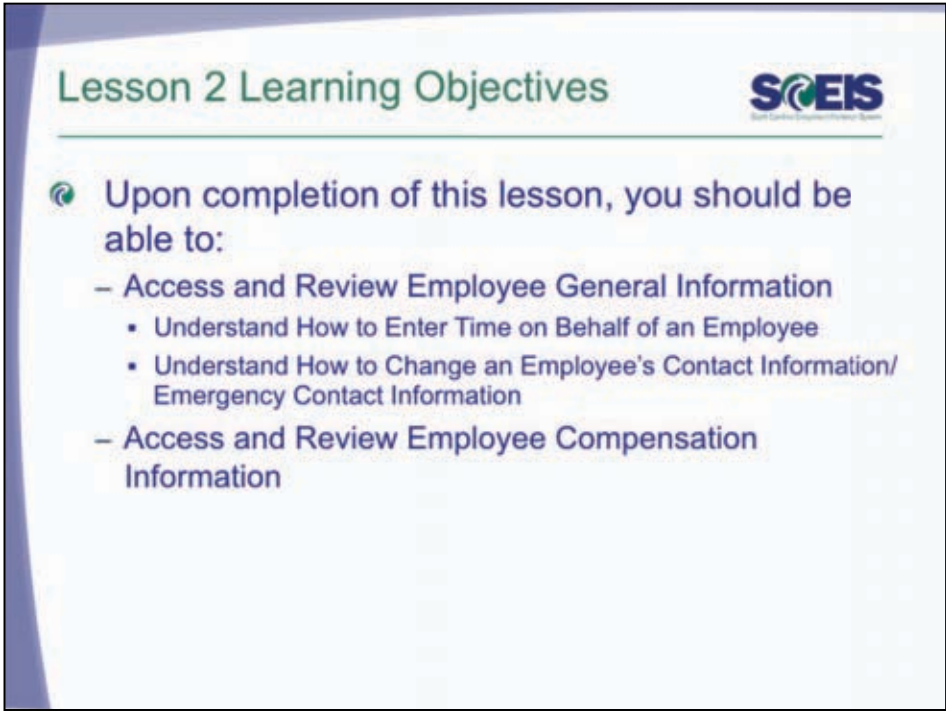
Lesson 1 Summary

You should now be able to:

- Access and log into the MySCEmployee website
- Navigate to the Manager Self Service home page (Universal Worklist)
- Access different work areas within the Manager Self Service area of the MySCEmployee website



LESSON 2: View Employee General and Compensation Information

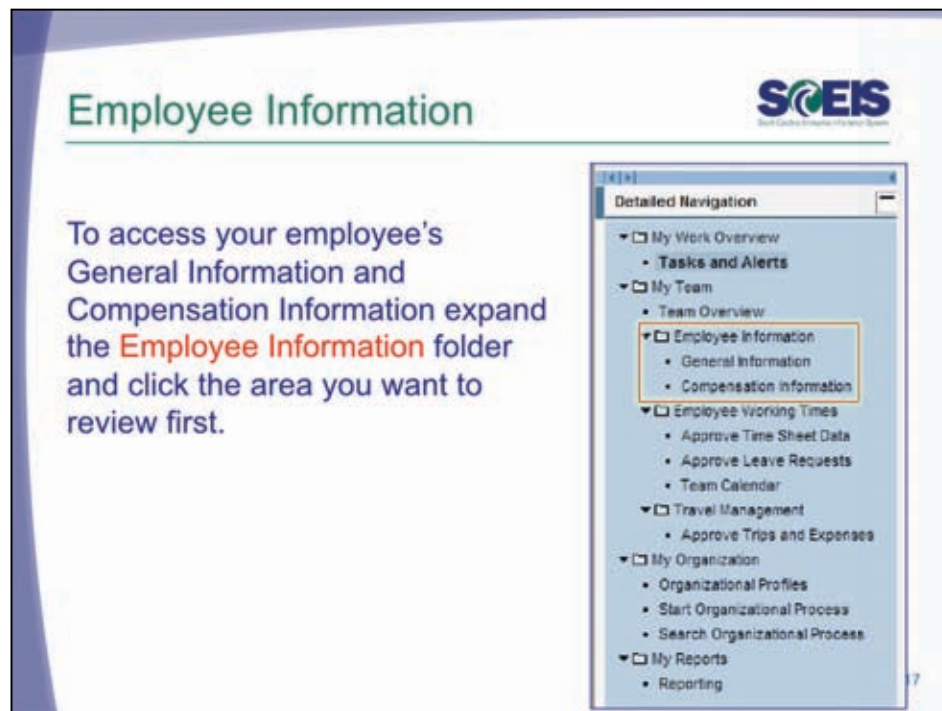


The image is a screenshot of a presentation slide. At the top left, the title 'Lesson 2 Learning Objectives' is written in a green, sans-serif font. To the right of the title is the SOEIS logo, which consists of the letters 'SOEIS' in a bold, blue, sans-serif font, with a green circular icon containing a white 'S' to the left. Below the title, there is a green circular icon with a white 'S' inside. To the right of this icon, the text 'Upon completion of this lesson, you should be able to:' is written in a blue, sans-serif font. Below this text, there are two main bullet points, each preceded by a blue dash. The first bullet point is 'Access and Review Employee General Information', and the second is 'Access and Review Employee Compensation Information'. Under the first bullet point, there are two sub-bullet points, each preceded by a blue square. The first sub-bullet point is 'Understand How to Enter Time on Behalf of an Employee', and the second is 'Understand How to Change an Employee's Contact Information/ Emergency Contact Information'.

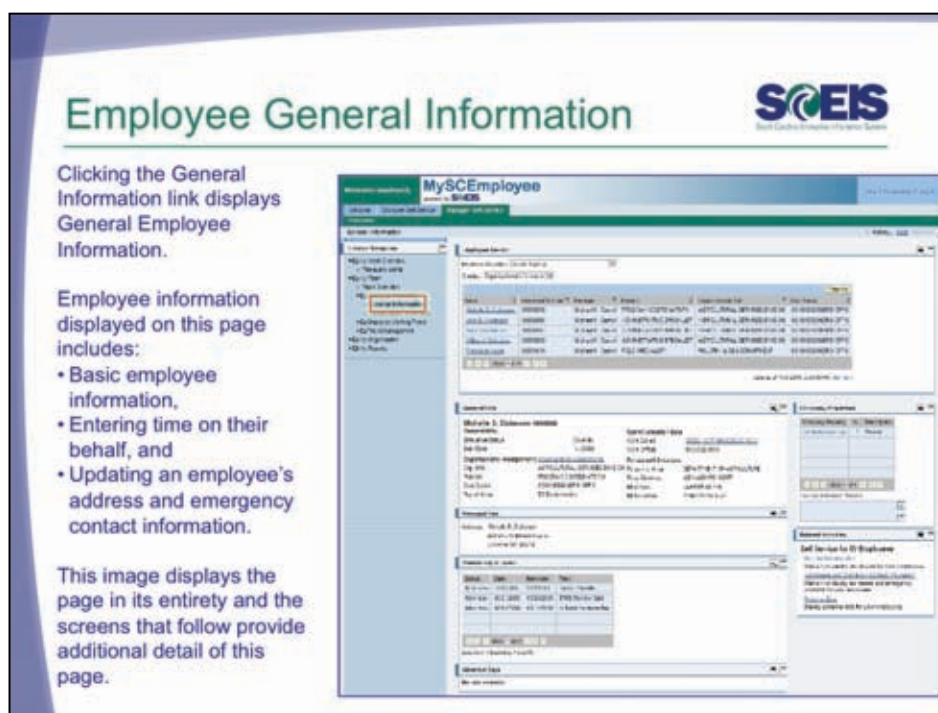
Lesson 2 Learning Objectives

Upon completion of this lesson, you should be able to:

- Access and Review Employee General Information
 - Understand How to Enter Time on Behalf of an Employee
 - Understand How to Change an Employee's Contact Information/Emergency Contact Information
- Access and Review Employee Compensation Information



To access your employee's General Information and Compensation Information expand the Employee Information folder and click the area you want to review first.




Upon clicking the General Information link from the Detailed Navigation area, General Employee Information is displayed.

Employee information displayed on this page includes:

- basic employee information,
- entering time on their behalf and
- updating an employee's address and emergency contact information.

This image displays the page in its entirety and the screens that follow provide additional detail of this page.

Employee General Information



On the top middle of the Employee General Information page is a section called **Employee Search**. This section displays a list of your direct report employees. When you click an employee's name, the lower part of the screen displays the employee's data. If you wanted to view Michelle S. Dickerson's information, you would click her name.

Employee Search

Employee Selection: Direct Reports

Display: Organizational Information

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Michelle S. Dickerson	00000006	Michael H. Carroll	PROGRAM COORDINATOR	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
Wendell M. Dickerson	00000000	Michael H. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
Mary Ann George	00000007	Michael H. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
William J. Saunders	00000008	Michael H. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
Theodore Moore	00001131	Michael H. Carroll	FIELD SPECIALIST I	POULTRY & EGG DEPARTMENT	COMMISSIONER'S OFFICE

19

On the top middle of the Employee General Information page is a section called Employee Search. This section displays a list of your direct report employees. When you click an employee's name, the lower part of the screen displays the employee's data. If you wanted to view Michelle S. Dickerson's information, you would click her name.

Employee General Information

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After clicking on Michelle S. Dickerson's name, information about her is available throughout the different regions of the page.

- **General Data** area: overview of her master data, organizational data and contact information.
- **Company Properties** area: shows that Michelle has been issued a state-owned laptop computer.

General Data

Michelle S. Dickerson 6000886

General Info:
 Grievance Status: Covered
 Start Date: 1/1/2009

Communication Data:
 Work E-Mail: MICHELLE.DICKERSON@SC.GOV
 Work Office: 803-832-1901

Organizational Assignment [Organizational Assignment](#)
 Org. Unit: AGRICULTURAL SERVICES DIVISION
 Position: PROGRAM COORDINATOR II
 Cost Center: COMMISSIONER'S OFFICE
 Payroll Area: SC Semi-monthly

Personnel Structure:
 Personnel Area: DEPARTMENT OF AGRICULTURE
 Pers. Subarea: ADM-ADMIN (MGT)
 EE Group: CLASSIFIED PTE
 EE Subgroup: FT-EX 10/HS 8 LV

Company Properties

Company Property	Qty	Description
Computer/Lap Top	1	Pecore


Row 1 of 1

Note for Company Property

After clicking on Michelle S. Dickerson's name, information about her is available throughout the different regions of the page.

- **General Data** area: overview of her master data, organizational data and contact information.
- **Company Properties** area: shows that Michelle has been issued a state-owned laptop computer.

Employee General Information



In the **Personal Data** area, her home address is displayed.

In the **Monitoring of Tasks** area, dates, reminders and tasks are displayed for items such as the employee's career eligibility date, her EPMS review date and other relevant dates.

Personal Data

Address: Michele S. Dickerson
223 Cherry Blossom Lane
Columbia SC 29212

Monitoring of Tasks

Status	Date	Reminder	Task
New task	10/21/2009	10/21/2009	EPMS Review Date
New task	10/14/2009	10/14/2009	In-Band Increase Req

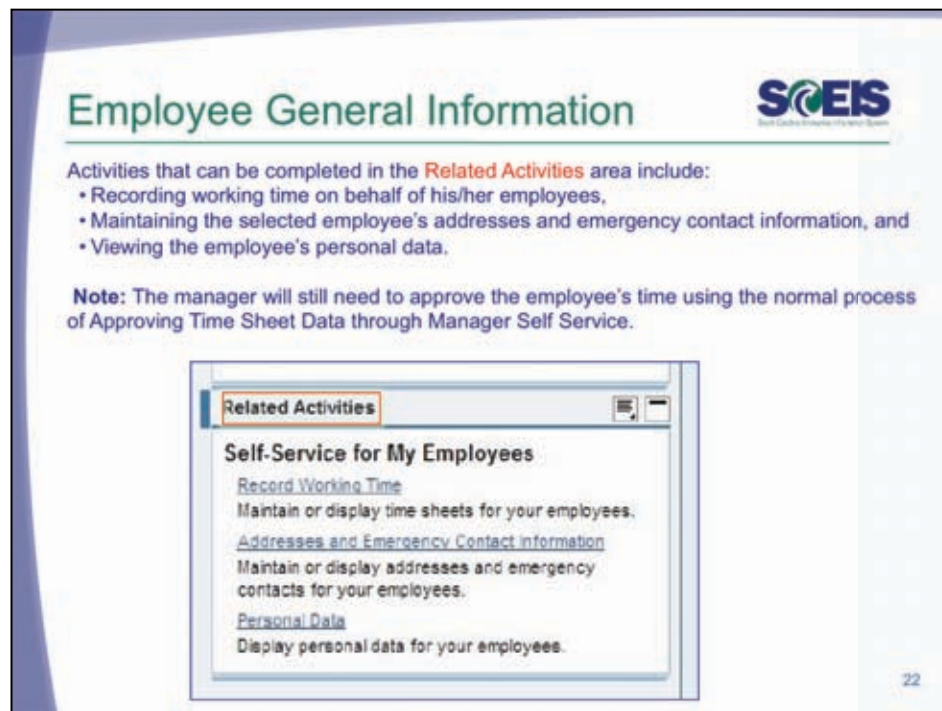
Row 1 of 3

Data from 4/5/2009 to 4/5/2010

21

In the Personal Data area, her home address is displayed.

In the Monitoring of Tasks area, dates, reminders and tasks are displayed for items such as the employee's career eligibility date, her EPMS review date and other relevant dates.



Activities that can be completed in the Related Activities area include:

- Recording working time on behalf of his/her employees,
- Maintaining the selected employee's addresses and emergency contact information, and
- Viewing the employee's personal data.

NOTE: The manager will still need to APPROVE the employee's time using the normal process of Approving Time Sheet Data through Manager Self Service.

The screenshot displays the 'Employee Compensation Information' page within the MySCEmployee Manager Self Service system. The page features a sidebar with navigation links and a main content area with a table of employee compensation data and a bar chart.

Employee Compensation Information

Managers can also view Employee Compensation Information.

To view this information:

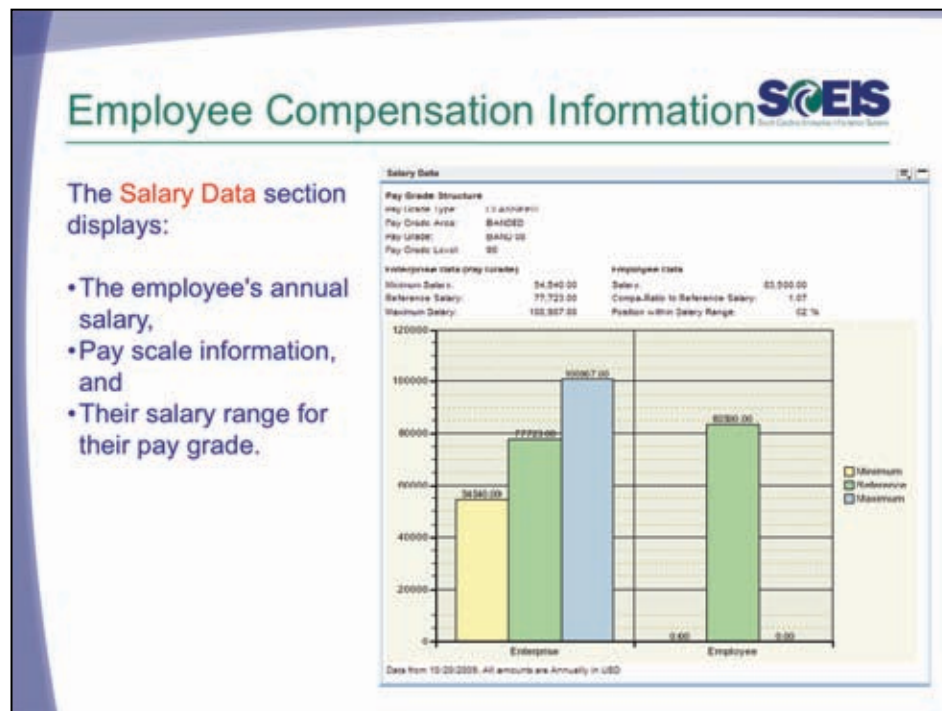
- Click the Employee Compensation link,
- Then click on the name of the employee whose information you want to view.

The screenshot shows a table with columns for Employee Name, Position, Salary, and Compensation. A bar chart is also visible, showing compensation data for different categories.

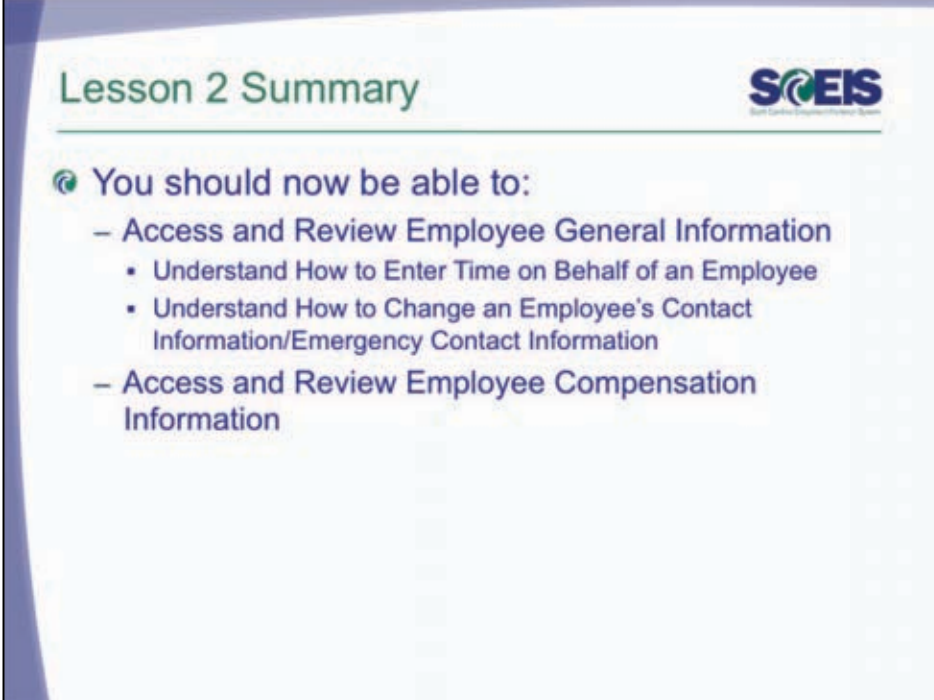
Managers can also view Employee Compensation Information.

To view this information:

- Click the Employee Compensation link,
- Then click on the name of the employee whose information you want to view.



The Salary Data section displays the employee's annual salary, pay scale information, and where they fall in the salary range for their pay grade.

A presentation slide titled "Lesson 2 Summary" with the SOEIS logo in the top right corner. The slide lists the skills you should be able to perform after completing Lesson 2.

Lesson 2 Summary

SOEIS

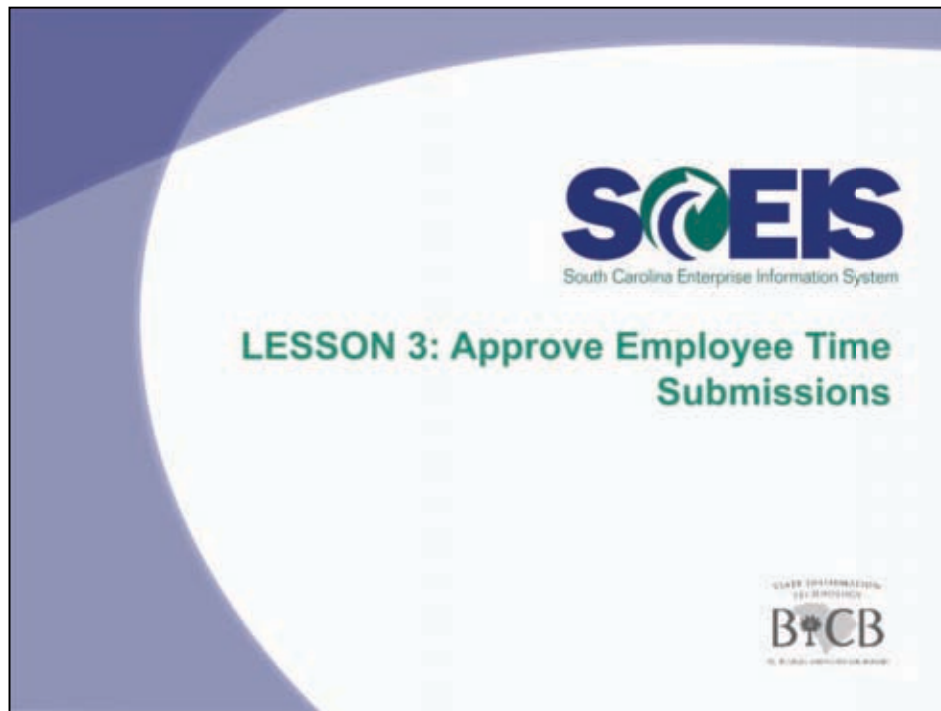
You should now be able to:

- Access and Review Employee General Information
 - Understand How to Enter Time on Behalf of an Employee
 - Understand How to Change an Employee's Contact Information/Emergency Contact Information
- Access and Review Employee Compensation Information

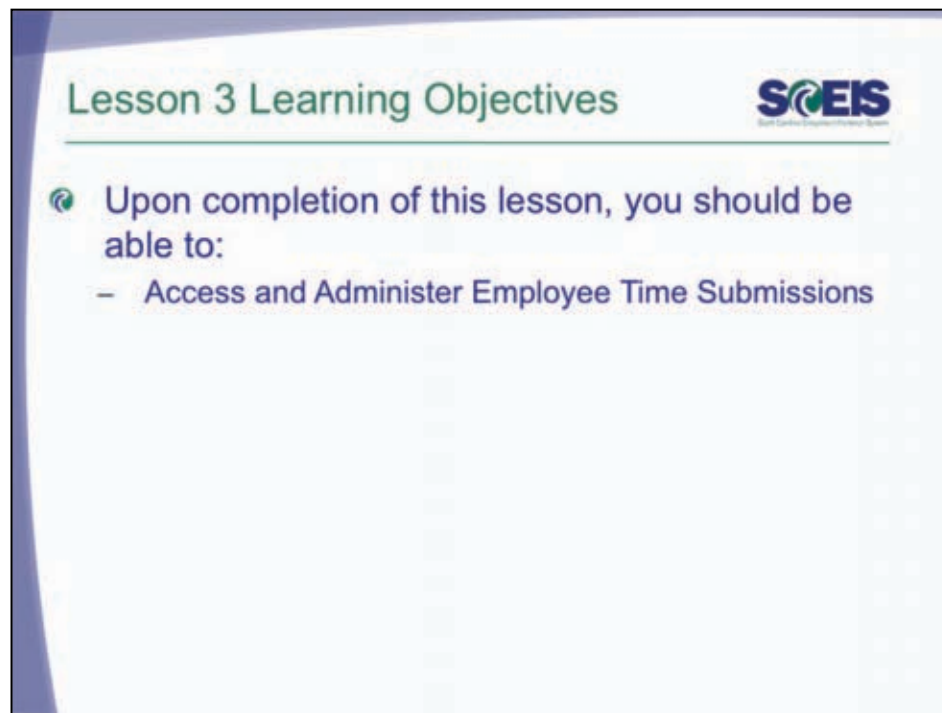
Lesson 2 Summary

You should now be able to:

- Access and Review Employee General Information
 - Understand How to Enter Time on Behalf of an Employee
 - Understand How to Change an Employee's Contact Information/Emergency Contact Information
- Access and Review Employee Compensation Information



LESSON 3: Approve Employee Time Submissions

**Lesson 3 Learning Objectives**

Upon completion of this lesson, you should be able to:

- Access and Administer Employee Time Submissions

Approve Time Sheet Data

Before continuing with this lesson, you should familiarize yourself with the following terms, which will assist you in managing the time approval process:

Term	What It Means:
Approve All	<p>Select to Approve all displayed time for the employee.</p> <p>Note: The system will default to this option. Managers need to be cautious they are approving the time in which they intended.</p>
Reject All	<p>Select to Reject all displayed time for the employee. The employee will see the rejected time the next time he/she logs on to Employee Self Service and goes to the Record Working Time service.</p> <p>Note: Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.</p>
Resubmit All	<p>Select to Resubmit all displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the Approve Time Sheet Data service until processed (approved or rejected).</p> <p>Note: This option is primarily used if the manager does not have enough information to approve/reject someone's time and would like to come back to it at a later point. Yet, the manager would like to continue with approving the time for his/her other employees.</p>

28

Before continuing with this lesson, you should familiarize yourself with the following terms which will assist you in managing the time approval process:

Approve All:

Select to Approve All displayed time for the employee.

Note: The system will default to this option. Managers need to be cautious they are approving the time in which they intended.

Reject All:

Select to Reject All displayed time for the employee. The employee will see the rejected time the next time he/she logs on to Employee Self Service and goes to the Record Working Time service. **Note:** Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.

Resubmit All:


Select to Resubmit all displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the Approve Time Sheet Data service until processed (approved or rejected). **Note:** This option is primarily used if the manager does not have enough information to approve/reject someone's time and would like to come back to it at a later point. Yet, the manager would like to continue with approving the time for his/her other employees.

Approve Time Sheet Data

Steps to approve your employee's time sheets:

1. Navigate to the Detailed Navigation section
2. Expand the Employee Working Times folder found in the My Team folder
3. Click **Approve Time Sheet Data**.

Note: When your employees enter and submit time to you through Employee Self Service, their time sheet data is sent to Manager Self Service for your approval.



The screenshot shows the SOEIS (South Carolina Office of Employee Information System) interface. On the right, the 'Detailed Navigation' sidebar is expanded, showing a tree structure. The 'My Team' folder is expanded, and the 'Employee Working Times' folder is also expanded. Within 'Employee Working Times', the 'Approve Time Sheet Data' link is highlighted with a red rectangle. The SOEIS logo is visible in the top right corner of the slide.

To approve your employee's time sheets: Navigate to the Detailed Navigation area, expand the Employee Working Times folder found in the My Team folder, then click Approve Time Sheet Data.

Note: When your employees enter and submit time to you through Employee Self Service, their time sheet data is sent to Manager Self Service for your approval.

Approve Time Sheet Data

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After clicking the Approve Time Sheet Data link, you will see a **View** drop down menu, which allows you to display how you would like to view the list of time submissions.

Options include: weekly, daily and with or without charge objects for each submission.

The example below shows a daily view of the three employees who have submitted time to the manager. The weekly view will make it easier to manage the time approval process.


The screenshot shows the 'Approve Time Sheet Data' interface. At the top, there is a 'View' dropdown menu currently set to 'Daily View'. Below this, a table titled 'Time Sheet Submissions' displays data for three employees: Mary Ann Thomas, Patricia Thomas, and Charles E. Thomas. The table columns include Row No., Employee Name, Job Type, Job Location, From, To, Hourage, Status, Approval, and Action. The 'Status' column shows 'Approved' for all entries. The 'Action' column contains a magnifying glass icon. The table lists 18 rows of submissions, all with a status of 'Approved'.

After clicking the Approve Time Sheet Data link from the previous screen, you will see a View drop down menu, which allows you to display how you would like to view the list of time submissions.

Your options include: weekly, daily and with or without charge objects.

The example shown is a daily view of the three employees who have submitted time to the manager. The weekly view will make it easier to manage the time approval process.

Approve Time Sheet Data



Simple View – Weekly makes it easier to manage the approval process. By comparing the **Number (Hours)** and **Target Time** columns, a manager can identify employees who have not entered their time according to their work schedule.

In the example below, William J. Salvatore has submitted less than his weekly target of 37.5 hours. His number column has turned red to let the manager know that the employee has entered either too many or too few hours for the week.

Note: The simple view is the only display option that offers the comparison of hours and it is compared to a full work week.

Approve Time by Manager

1 2 3

Collective Approval Review and Save Complete

View: Simple View - Weekly

Per. No.	Employee Name	From	To	Message	Number	Target Time	Approval	Response/Reason
8898	Michele S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8895	William J. Salvatore	09/21/2009	09/27/2009	1	33.250 H	37.50 H	Approve All	

31

Changing to Simple View – Weekly makes it easier to manage the approval process. By comparing the Number (Hours) and Target Time, managers can identify employees who have not entered their time according to their work schedule.

In the example shown, William J. Salvatore has submitted less than his weekly target of 37.5 hours. Because of this, his Number column has turned red to let the manager know that the employee has entered either too many or too few hours for the week.

Note: The simple view is the only display option that offers the comparison of hours and it is compared to a full work week.

Approve Time Sheet Data

SOEIS
South Carolina Office of Employee Information Systems

Simple View – Weekly allows you to click on the number of hours that have been submitted by any of your employees to approve their time individually. The next few pages demonstrate this process. They will show what happens if you click on the **35.250** hours for William J. Salvatore.

If you know that all employees' hours are correct, you can leave the **Approval** column set to **Approve All** (which is the default), click the Review button on the bottom of the page, then after reviewing, you will be given the option to make a final approval of all your employee's time submissions.

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Simple View - Weekly

Per. No.	Employee Name	From	To	Message	Number	Target Time	Approval	Reaction/Reason
8895	Michele S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8898	William J. Salvatore	09/21/2009	09/27/2009	1	35.250 H	37.50 H	Approve All	

Previous Step Review

32

The Simple View – Weekly allows you to click on the Number of hours that have been submitted by any of your employees to approve their time individually. The next few pages demonstrate this process. They show what happens if you click on the 35.250 hours of time for employee William J. Salvatore.

If, on the other hand, you know all employees' hours are correct, you can leave the Approval column set to Approve All (which is the default), click the Review button on the bottom of the page, then after reviewing, you will be given the option to make a final approval of all your employee's time submissions.

Approve Time Sheet Data



After clicking on the 35.250 hours submitted by William J. Salvatore, you will see a list of all hours submitted daily by him for the period of time you are reviewing.

Notice in the Approval column that the default is set to Approve. However, you can also Reject the time, or use the Resubmit feature, which allows the time to stay in your time approval queue for later approval.

Approve Time by Manager

Workflow: 1. Collect Time Entries 2. Individual Approval 3. Collect Approvals 4. Resubmit Data 5. Complete

▼ Select Approval for Time Entry

Select Approval for Pers. No. 8086, Period from 09/21/2009 to 09/27/2009. Submitted 10/26/09. Target Time: 17.50 H

Date	Pers. No.	Employee Name	Hours	Approval	Resubmit/Reject	Message
09/21/2009	8086	William J. Salvatore	1.5000	Approve	↔	
09/21/2009	8086	William J. Salvatore	1.5000	Approve	↔	
09/22/2009	8086	William J. Salvatore	1.5000	Approve	↔	
09/23/2009	8086	William J. Salvatore	8.0	Approve	↔	
09/23/2009	8086	William J. Salvatore	1.5000	Approve	↔	
09/24/2009	8086	William J. Salvatore	1.7500	Approve	↔	
09/24/2009	8086	William J. Salvatore	8.0	Approve	↔	
09/24/2009	8086	William J. Salvatore	1.0000	Approve	↔	
09/24/2009	8086	William J. Salvatore	2.0	Approve	↔	
09/25/2009	8086	William J. Salvatore	8.0	Approve	↔	

Print/Export Data Cancel

33

After clicking on the 35.250 hours submitted by William J. Salvatore, you will see a list of all hours submitted daily by him for the period of time you are reviewing. Notice in the Approval column that the default is set to Approve. However, you can also Reject the time, or use the Resubmit feature, which allows the time to stay in your time approval queue for later approval.

Approve Time Sheet Data

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In the example below, the manager decides to:

- "Approve All" the time for Michelle S. Dickerson,
- Use the "Resubmit All" for Mary Ann Simons, and
- "Reject All" for William J. Salvatore.

After selecting the appropriate approval status for each employee, click the **Review** button.

Approve Time by Manager

1 **Collective Approval** 2 **Review and Save** 3 **Completed**

View: Simple View - Weekly

Pers. Id.	Emp. Name	From	To	Message	Number	Target Time	Approval	Reaction/Status
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		37,500.0	37.50 h	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37,500.0	37.50 h	Resubmit All	
8898	William J. Salvatore	09/21/2009	09/27/2009	11	37,500.0	37.50 h	Reject All	

Previous Step **Review**

34

Continuing our example, the manager decides to Approve All the time for Michelle S. Dickerson, use the Resubmit All for Mary Ann Simons and Reject All for William J. Salvatore.

After selecting the appropriate approval status for each employee, click the Review button.

Approve Time Sheet Data

After clicking the Review button on the previous screen, you will see a breakdown of the time you are reviewing divided into the three categories you chose:

- Rejected Working Times
- Working Times Set to Resubmission
- Approved Working Times

Although it is difficult to see, William J. Salvatore's time has been set to be **Rejected**, Mary Ann Simons' time has been set for **Resubmission** and Michelle S. Dickerson's time has been set for **Approval**.

Once you click the **Save** button the time will be processed accordingly.

Approve Time Sheet Data

Navigation: [Home](#) [Review](#) [Approve](#) [Print](#)

Filter:

Rejected Working Times


Emp. No.	Employee Name	Date	Hours	Status
0001	William J. Salvatore	09-01-2009	1.0000	Rejected
0002	William J. Salvatore	09-01-2009	1.0000	Rejected
0003	William J. Salvatore	09-02-2009	1.0000	Rejected
0004	William J. Salvatore	09-03-2009	1.0000	Rejected
0005	William J. Salvatore	09-04-2009	1.0000	Rejected
0006	William J. Salvatore	09-05-2009	1.0000	Rejected
0007	William J. Salvatore	09-06-2009	1.0000	Rejected
0008	William J. Salvatore	09-07-2009	1.0000	Rejected
0009	William J. Salvatore	09-08-2009	1.0000	Rejected
0010	William J. Salvatore	09-09-2009	1.0000	Rejected
0011	William J. Salvatore	09-10-2009	1.0000	Rejected
0012	William J. Salvatore	09-11-2009	1.0000	Rejected
0013	William J. Salvatore	09-12-2009	1.0000	Rejected
0014	William J. Salvatore	09-13-2009	1.0000	Rejected
0015	William J. Salvatore	09-14-2009	1.0000	Rejected
0016	William J. Salvatore	09-15-2009	1.0000	Rejected
0017	William J. Salvatore	09-16-2009	1.0000	Rejected
0018	William J. Salvatore	09-17-2009	1.0000	Rejected
0019	William J. Salvatore	09-18-2009	1.0000	Rejected
0020	William J. Salvatore	09-19-2009	1.0000	Rejected
0021	William J. Salvatore	09-20-2009	1.0000	Rejected
0022	William J. Salvatore	09-21-2009	1.0000	Rejected
0023	William J. Salvatore	09-22-2009	1.0000	Rejected
0024	William J. Salvatore	09-23-2009	1.0000	Rejected
0025	William J. Salvatore	09-24-2009	1.0000	Rejected
0026	William J. Salvatore	09-25-2009	1.0000	Rejected
0027	William J. Salvatore	09-26-2009	1.0000	Rejected
0028	William J. Salvatore	09-27-2009	1.0000	Rejected
0029	William J. Salvatore	09-28-2009	1.0000	Rejected
0030	William J. Salvatore	09-29-2009	1.0000	Rejected
0031	William J. Salvatore	09-30-2009	1.0000	Rejected
0032	William J. Salvatore	10-01-2009	1.0000	Rejected
0033	William J. Salvatore	10-02-2009	1.0000	Rejected
0034	William J. Salvatore	10-03-2009	1.0000	Rejected
0035	William J. Salvatore	10-04-2009	1.0000	Rejected
0036	William J. Salvatore	10-05-2009	1.0000	Rejected
0037	William J. Salvatore	10-06-2009	1.0000	Rejected
0038	William J. Salvatore	10-07-2009	1.0000	Rejected
0039	William J. Salvatore	10-08-2009	1.0000	Rejected
0040	William J. Salvatore	10-09-2009	1.0000	Rejected
0041	William J. Salvatore	10-10-2009	1.0000	Rejected
0042	William J. Salvatore	10-11-2009	1.0000	Rejected
0043	William J. Salvatore	10-12-2009	1.0000	Rejected
0044	William J. Salvatore	10-13-2009	1.0000	Rejected
0045	William J. Salvatore	10-14-2009	1.0000	Rejected
0046	William J. Salvatore	10-15-2009	1.0000	Rejected
0047	William J. Salvatore	10-16-2009	1.0000	Rejected
0048	William J. Salvatore	10-17-2009	1.0000	Rejected
0049	William J. Salvatore	10-18-2009	1.0000	Rejected
0050	William J. Salvatore	10-19-2009	1.0000	Rejected
0051	William J. Salvatore	10-20-2009	1.0000	Rejected
0052	William J. Salvatore	10-21-2009	1.0000	Rejected
0053	William J. Salvatore	10-22-2009	1.0000	Rejected
0054	William J. Salvatore	10-23-2009	1.0000	Rejected
0055	William J. Salvatore	10-24-2009	1.0000	Rejected
0056	William J. Salvatore	10-25-2009	1.0000	Rejected
0057	William J. Salvatore	10-26-2009	1.0000	Rejected
0058	William J. Salvatore	10-27-2009	1.0000	Rejected

After clicking the Review button on the previous screen, you will see a breakdown of the time you are reviewing divided into the three categories you chose:

- Rejected Working Times
- Working Times Set to Resubmission
- Approved Working Times

Although it is difficult to see in the screen shot, William J. Salvatore's time has been set to be Rejected, Mary Ann Simons' time has been set for Resubmission and Michelle S. Dickerson's time has been set for Approval. Once you click the Save button the time will be processed accordingly.

Approve Time Sheet Data




After clicking the Save button from the previous screen, you will see the completion screen.

In this example:

- William J. Salvatore will have to enter his time and re-submit it.
- Michelle S. Dickerson's time will be approved.
- Mary Ann Simons' time will remain in your queue for further evaluation.

To go ahead and take a closer look at Mary Ann Simons' time, click the **Approve Additional Working Times** link.

Approve Time by Manager



1 Your data has been saved.

What do you want to do next?

Approve Additional Working Times

36

After clicking the Save button from the previous screen you will see that you have completed the time approval process.

In this example, William J. Salvatore will have to enter his time and re-submit it. Michelle S. Dickerson's time will be approved and Mary Ann Simons' time will remain in your queue for further evaluation.

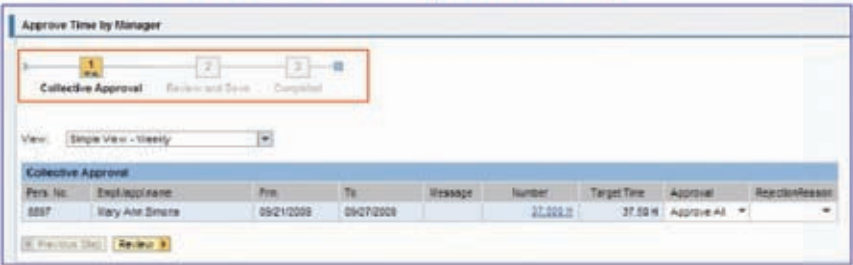
Let us take a closer look at Mary Ann Simons' time, click the Approve Additional Working Times link.

Approve Time Sheet Data

After clicking the Approve Additional Working Times link you will be taken back to Step 1 of the time approval process.

Notice that Mary Ann Simons' is the only employee listed at this point. This occurs when you use the Resubmit option which kept her time in your queue.

Also notice that the View defaulted back to Simple View – Weekly.



Perk. No.	Emp/Sup Name	From	To	Message	Number	Target Time	Approval	ReactionReason
8887	Mary Ann Simons	09/21/2008	09/27/2008		27,522.0	37.58 H	Approve All	

37

After clicking the Approve Additional Working Times link you will be taken back to Step 1 of the time approval process.

Notice that Mary Ann Simons' is the only employee listed at this point. This is because we used Resubmit, which kept her time in your queue.

Also Notice that the View defaulted back to Simple View – Weekly.

Approve Time Sheet Data

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Mary Ann Simons is required to use Charge Objects when she enters time.

To accurately review her time submission, you should first change the View of her time to **Daily View – With Cost Objects**.

Once completed, click the **Review** button.

Approve Time by Manager

1 **Review** 2 **Review and Save** 3 **Completed**

View: **Daily View - With Cost Objects**

Per. No.	Employee Name	Act. Type	Act. Type Desc	From	To	Message	Number	Approval	Rejection/Reason
8897	Mary Ann Simons	1000	Attendance hours	08/01/2009	08/01/2009		7,300.0	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	08/02/2009	08/02/2009		7,300.0	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	08/03/2009	08/03/2009		7,300.0	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	08/04/2009	08/04/2009		7,300.0	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	08/05/2009	08/05/2009		7,300.0	Approve All	

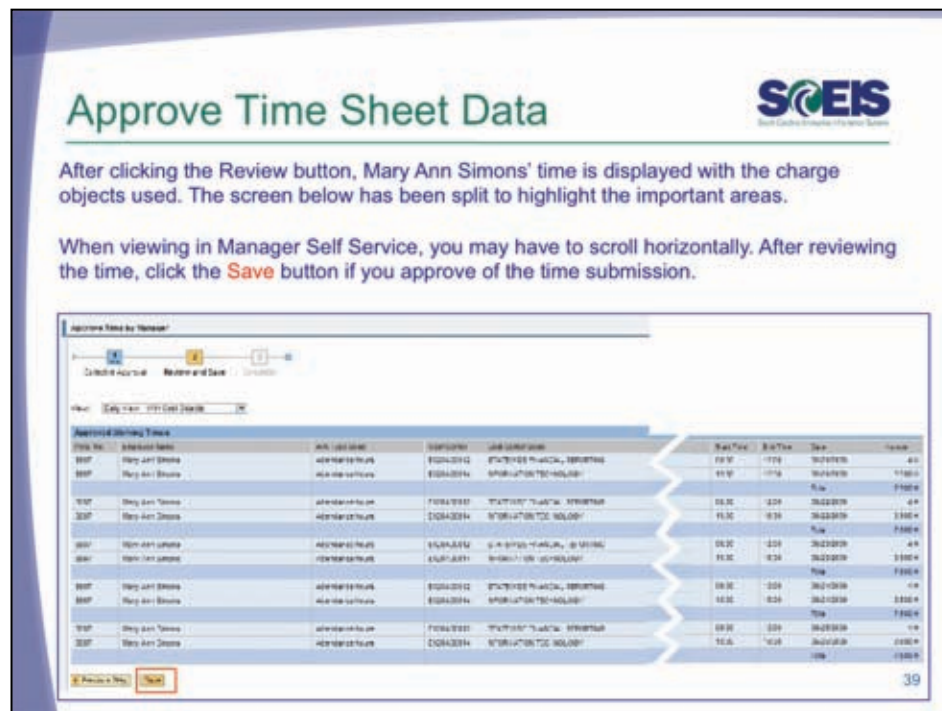
[G. Previous Page](#) [Review All](#)

38

Mary Ann Simons is required to use Charge Objects when she enters time.

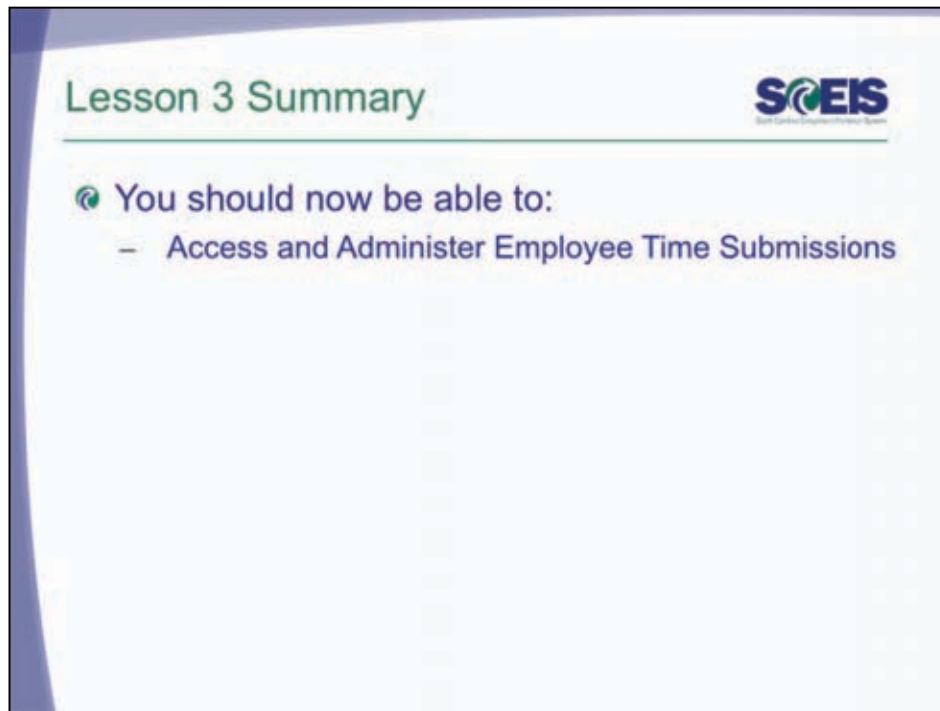
To accurately review her time submission, you should first change the View of her time to Daily View – With Cost Objects.

Once completed, click the Review button.

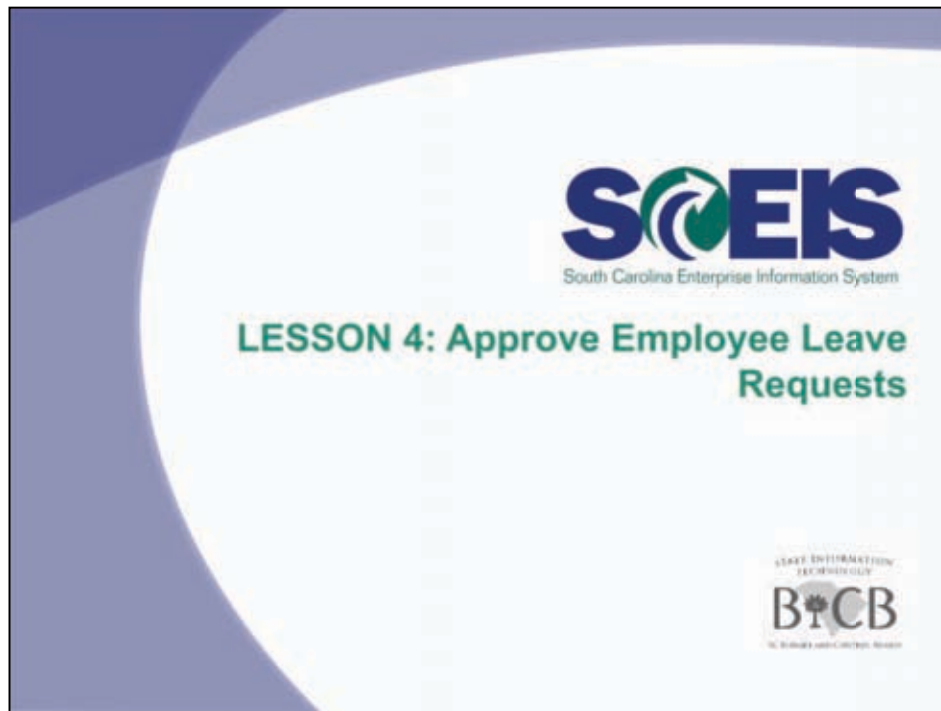


After clicking the Review button from the previous screen, Mary Ann Simons' time is displayed with the charge objects she used. For space purposes the time display graphic below has been split to highlight the important areas.

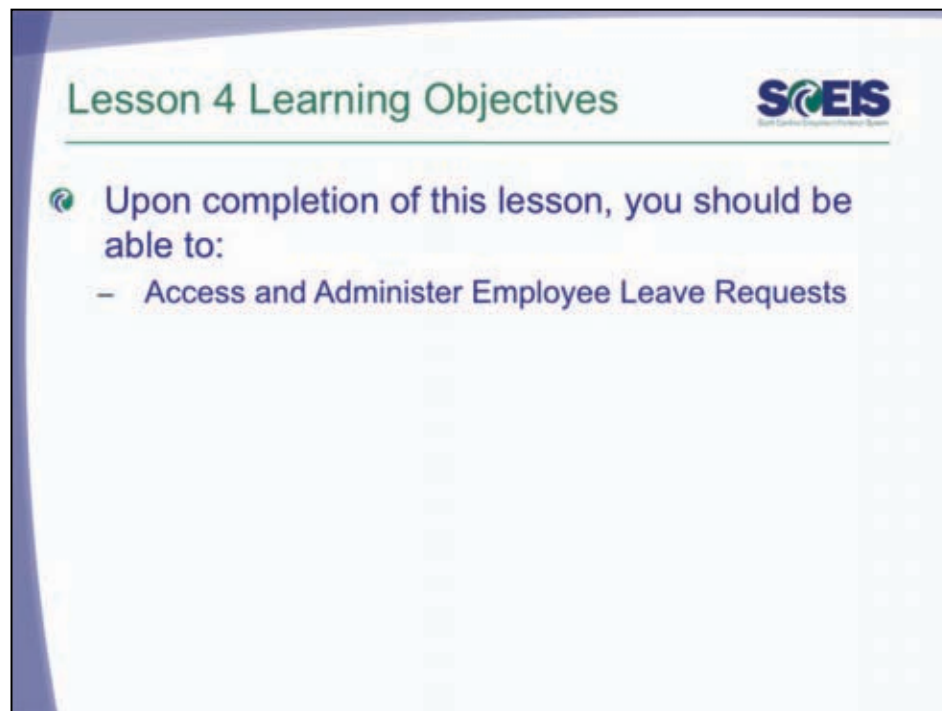
When viewing in Manager Self Service, you may have to scroll horizontally. After reviewing the time, click the Save button if you approve of the time submission.

**Lesson 3 Summary****You should now be able to:**

- Access and Administer Employee Time Submissions



LESSON 4: Approve Employee Leave Requests

**Lesson 4 Learning Objectives**

Upon completion of this lesson, you should be able to:

- Access and Administer Employee Leave Requests

Approve Leave Requests

To approve your employee's leave requests, you have two options:

- Click on their name from the Tasks tab on the Universal Worklist (Manager Self Service home page), or
- From the Detailed Navigation area (on the right), you can expand the Employee Working Times folder found in the My Team folder, then click **Approve Leave Request**.

When your employees submit leave requests to you through Employee Self Service, their request is sent to Manager Self Service for your approval.

SOEIS
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Detailed Navigation


- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
 - Employee Information
 - General Information
 - Compensation Information
 - Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests**
 - Team Calendar
 - Travel Management
 - Approve Trips and Expenses
- My Organization
 - Organizational Profiles
 - Start Organizational Process
 - Search Organizational Process
- My Reports
 - Reporting

To approve your employee's leave requests, you have two options:

- you can click on their name from the Tasks tab on the Universal Worklist (Manager Self Service home page) or
- from the Detailed Navigation area, you can expand the Employee Working Times folder found in the My Team folder, then click Approve Leave Request.

When your employees submit leave requests to you through Employee Self Service, their request is sent to Manager Self Service for your approval.

Approve Leave Requests



Once you have accessed Approve Leave Requests, you will see a list of the employees who have submitted requests to you in the **Requests Waiting for Approval** table.

By clicking the blank column next to an employee's request, you will see their detailed request.

Additional information provided includes the employee's various leave quota balances.

After reviewing the request, you can **Approve** it, **Reject** it or take no action and the request will remain in the queue until you decide to take action.

MySCEmployee
powered by SOEIS

Home | MySCEmployee | Manager Self Service

Approve Leave Requests

Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Hours
10/22/09	John S. Anderson	A. Annual Leave	10/22/09	10/23/09	8 hours
10/22/09	John S. Anderson	A. Annual Leave	10/22/09	10/23/09	8 hours
10/22/09	John S. Anderson	A. Annual Leave	10/22/09	10/23/09	8 hours
10/22/09	John S. Anderson	A. Annual Leave	10/22/09	10/23/09	8 hours

Any user who has requested the following request:

Type of Leave:

Requester:

Requester's Name:

Leave Type	Requester's Name	Requester's ID	Requester's Title	Requester's Department
Annual Leave	John S. Anderson	1011	Manager	1011
Sick Leave	John S. Anderson	1011	Manager	1011
Vacation	John S. Anderson	1011	Manager	1011


Once you have accessed Approve Leave Requests , you will see a list of the employees who have submitted requests to you in the Requests Waiting for Approval table.

If you click the blank column next to an employee's request, you will see their detailed request.

Additional information provided includes the employee's various leave quota balances.

After reviewing the request, you can Approve it, Reject it or take no action and the request will remain in the queue until you decide to take action.

Approve Leave Requests



If you approve the request, you will be taken to the second step of the leave approval process.

During this step the employee's request is displayed again

To approve the request, click the **Approve Request** button.

Approve Leave Requests

1 Display and Edit 2 Review and Send 3 Completed

Mary Ann Simons has requested the following leave:

Type of Leave: A, Annual Leave
Date: on Monday, October 19, 2009

[Previous Step](#) [Approve Request](#)

45

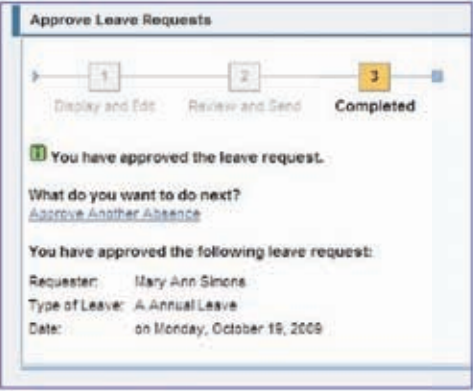
If you chose to Approve the request, you will be taken to the second step of the leave approval process.

During this step the employee's request is displayed again.

If you approve the request, click the Approve Request button.

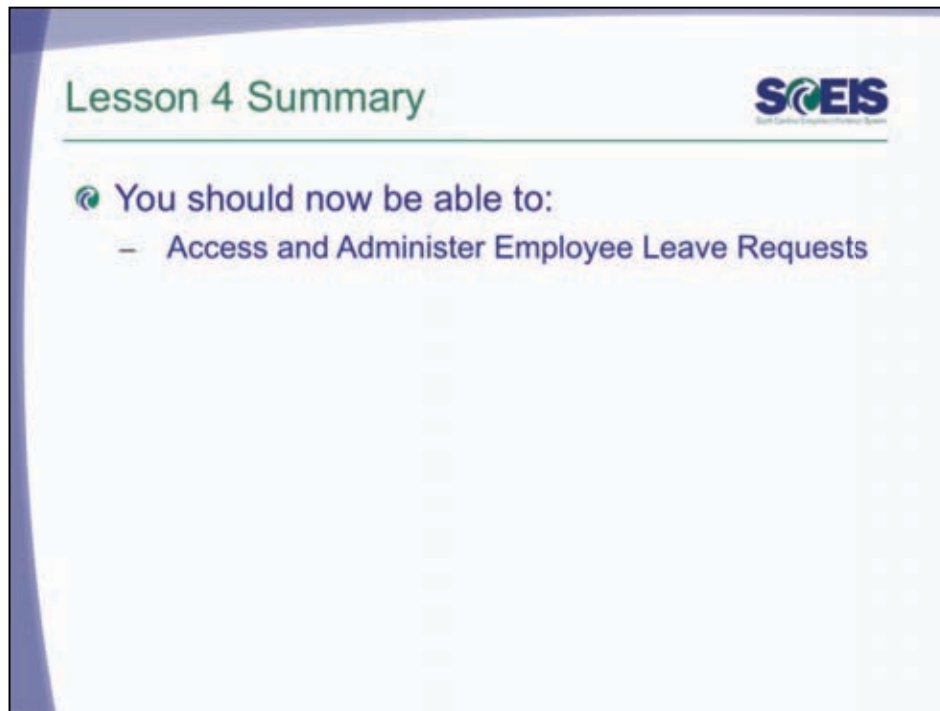
Approve Leave Requests

After approving the request, you will see a screen indicating that you have **Completed** the leave approval process for that employee.

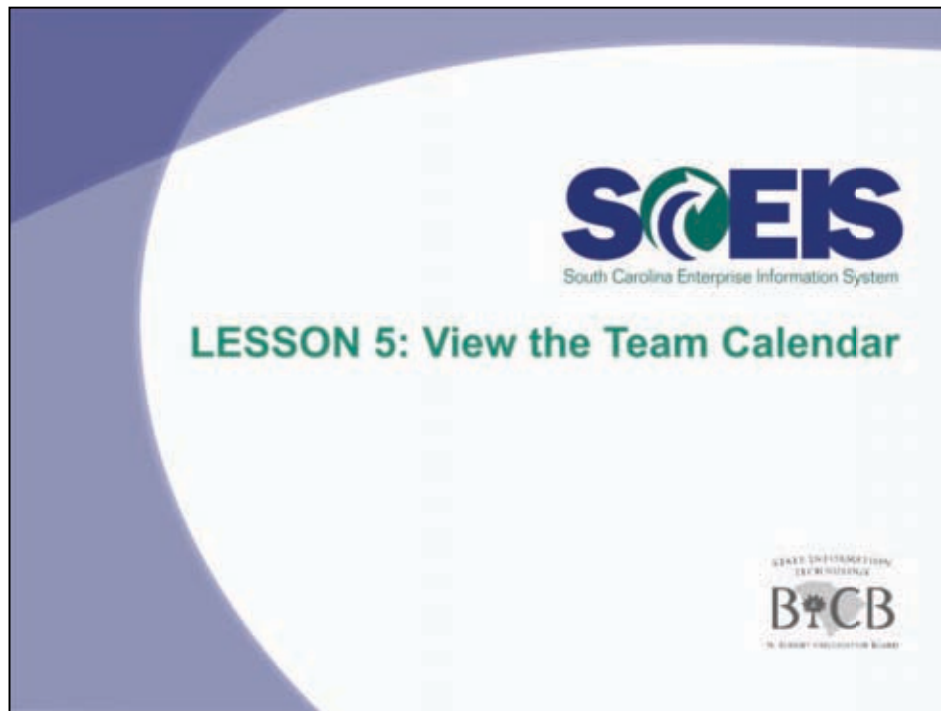


The screenshot shows a web interface titled "Approve Leave Requests" with the SOEIS logo in the top right. A progress bar at the top indicates three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 3 is highlighted in yellow. Below the progress bar, a green box contains the text "You have approved the leave request." followed by the question "What do you want to do next?" and a link "Approve Another Absence". Below this, it states "You have approved the following leave request:" followed by a list of details: Requester: Mary Ann Simone, Type of Leave: A Annual Leave, and Date: on Monday, October 19, 2009. The number 46 is visible in the bottom right corner of the screenshot.

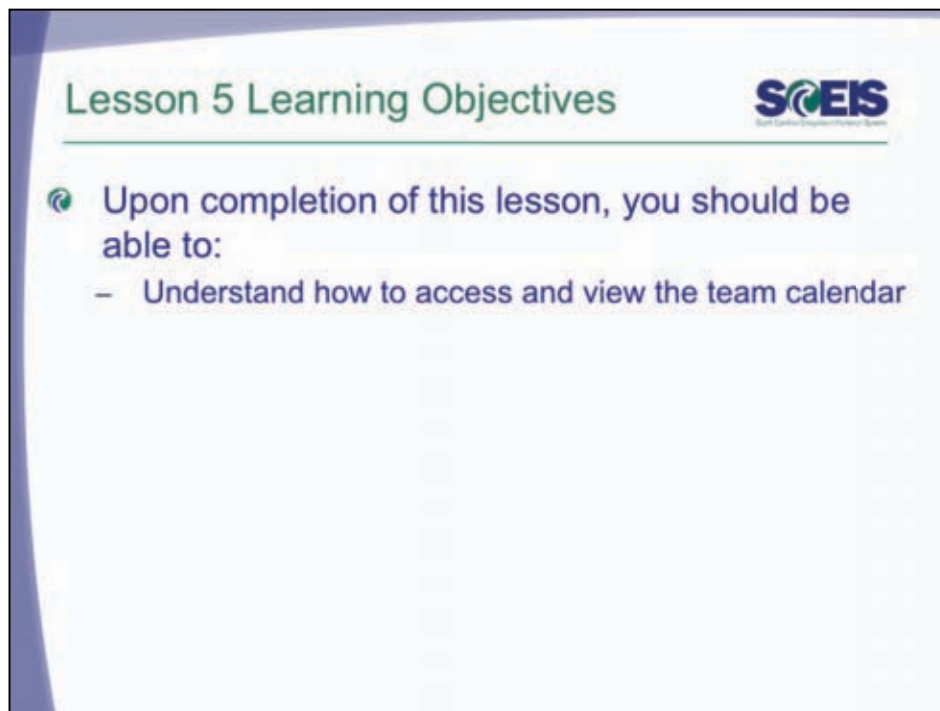
After approving the request, you will see a screen indicating that you have Completed the leave approval process for that employee.

**Lesson 4 Summary****You should now be able to:**

- Access and Administer Employee Leave Requests



LESSON 5: View the Team Calendar


**Lesson 5 Learning Objectives****Upon completion of this lesson, you should be able to:**

- Understand how to access and view the team calendar

Team Calendar

The Team Calendar can be accessed in two ways:


- From the Detailed Navigation area, you can expand the My Team folder and click the **Team Overview** link.
- Also from Detailed Navigation area, you can expand the Employee Working Times folder found in the My Team folder, then click **Team Calendar**.



The screenshot shows the SOEIS (South Carolina Office of Employee Information System) interface. On the right, the 'Detailed Navigation' sidebar is expanded. Under the 'My Team' folder, 'Team Overview' is highlighted with an orange box. Under the 'Employee Working Times' folder, 'Team Calendar' is highlighted with an orange box. The main content area on the left is titled 'Team Calendar' and contains the two access methods described in the text.

The Team Calendar can be accessed in one of two ways.

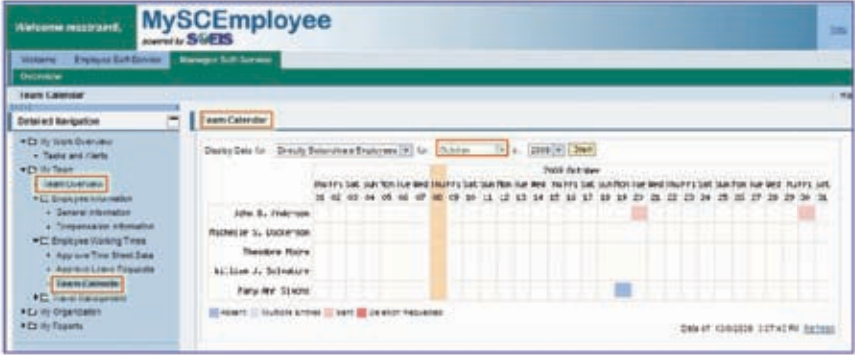
- From the Detailed Navigation area, you can expand the My Team folder and click the Team Overview link.
- Also from the Detailed Navigation area, you can expand the Employee Working Times folder found in the My Team folder, then click Team Calendar.



Team Calendar

The **Team Calendar/Team Overview** displays scheduled absences and pending leave requests for your employees for the current month.

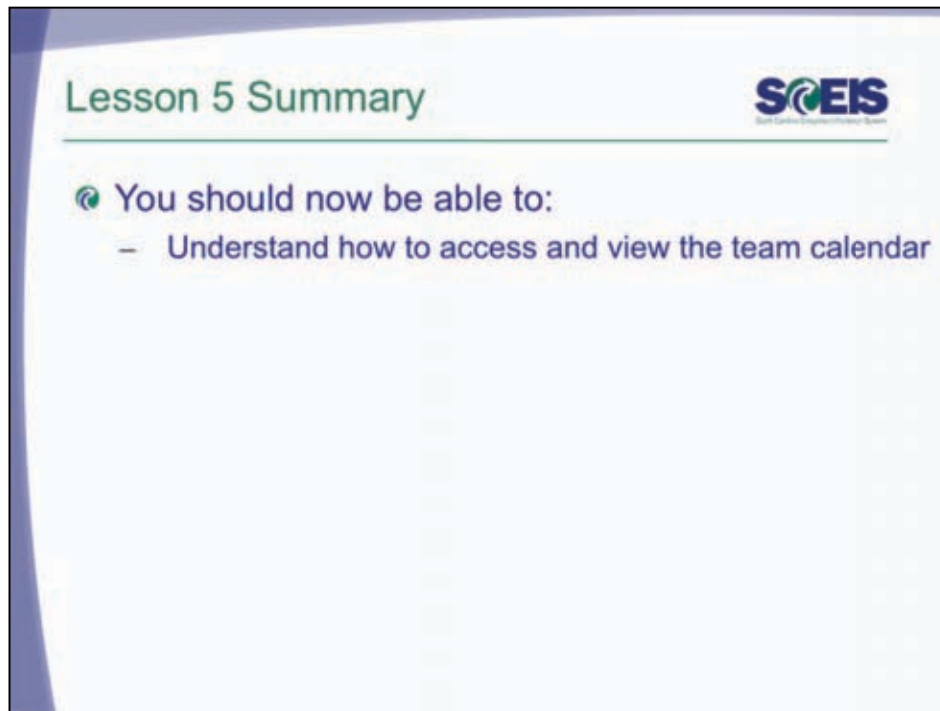
Other **monthly views** can be displayed by selecting a month from the drop-down menu.



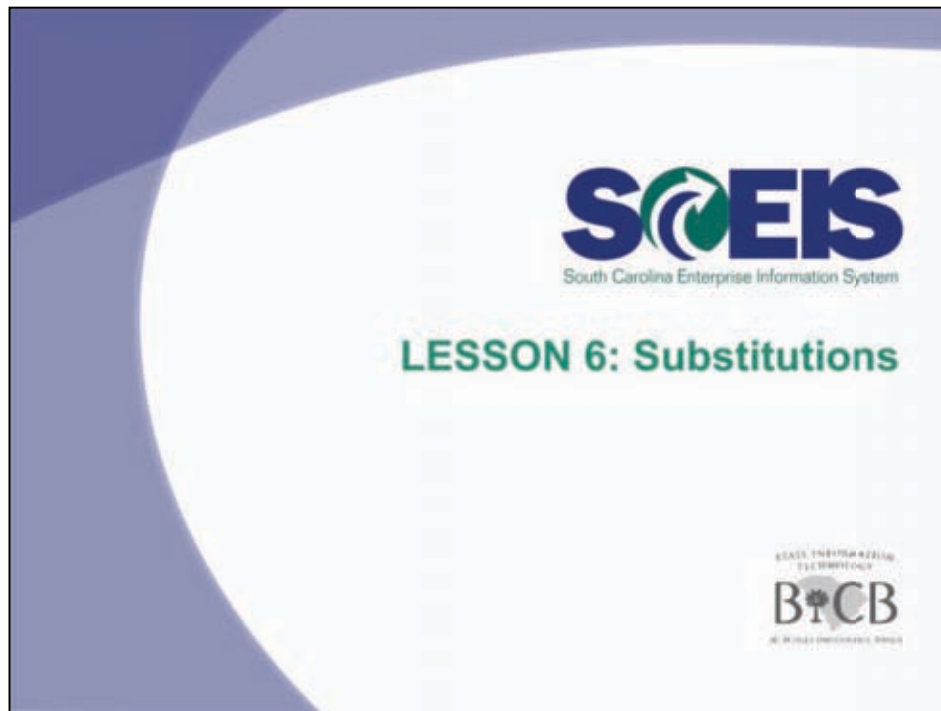
51

The Team Calendar/Team Overview displays scheduled absences and pending leave requests for your employees for the current month.

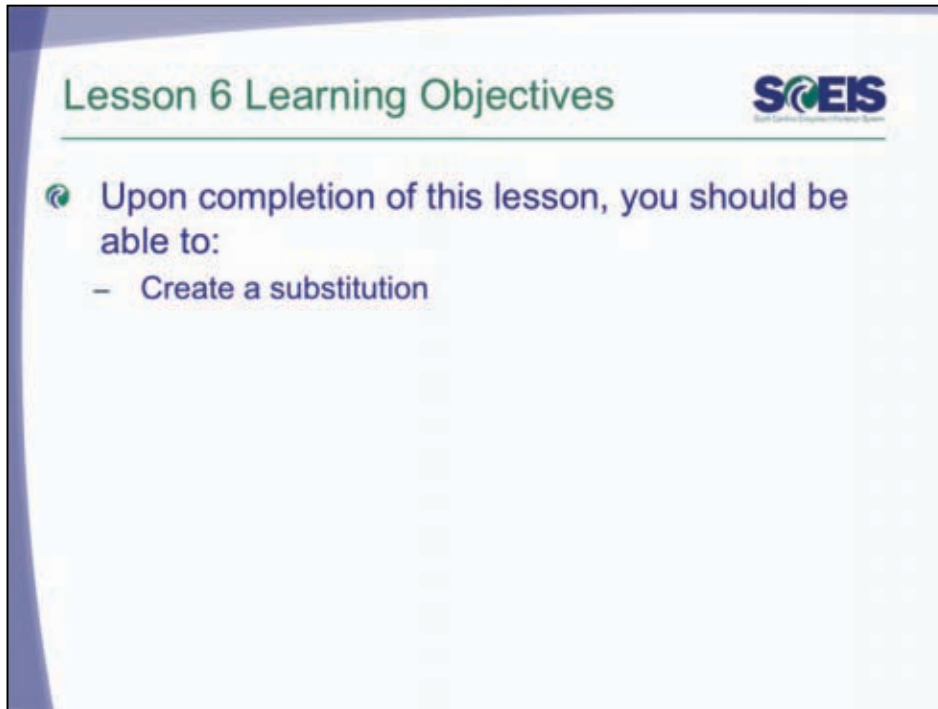
However, other monthly views can be displayed by selecting a month from the drop-down menu.

**Lesson 5 Summary****You should now be able to:**

- Understand how to access and view the team calendar



LESSON 6: Substitutions

A screenshot of a presentation slide titled "Lesson 6 Learning Objectives". The slide has a light blue background with a dark blue curved border on the left. The title is in green text. In the top right corner, there is a logo for "SOEIS" in blue and green. Below the title, there is a green circular icon with a white arrow. The text "Upon completion of this lesson, you should be able to:" is in blue. Below this, there is a bulleted list with one item: "Create a substitution".

Lesson 6 Learning Objectives

SOEIS

Upon completion of this lesson, you should be able to:

- Create a substitution

Lesson 6 Learning Objectives


Upon completion of this lesson, you should be able to:

- Create a substitution

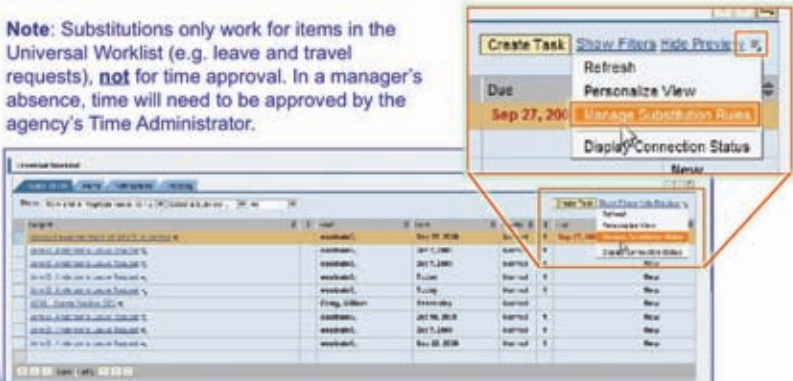
Substitutions

SOEIS
South Carolina Office Employee Information System

Managers can identify a substitute to have the items in your Universal Worklist (Manager Self Service home page) sent to that person to make temporary approvals in your absence.

To assign a Substitute, scroll to the upper-right portion of the worklist and click the  icon. Then select **Manage Substitution Rules** as shown in the graphic.

Note: Substitutions only work for items in the Universal Worklist (e.g. leave and travel requests), not for time approval. In a manager's absence, time will need to be approved by the agency's Time Administrator.




55

If you are going to be away from the office for any period of time, you can identify a substitute to have the items in your Universal Worklist (Manager Self Service home page) sent to that person to make temporary approvals for you in your absence.

To assign a Substitute, scroll to the upper-right portion of the worklist and click the icon with three lines and a triangle in the bottom right-hand corner of it. Select Manage Substitution Rules as shown in the graphic.

Note: Substitutions only work for items in the Universal Worklist, for example leave and travel request, not for time approval. In a manager's absence, time will need to be approved by the agency's Time Administrator.

Substitutions



After clicking the Manage Substitution Rules you will see the following window.

Note: If you already have a substitution rule in place it will be displayed in the table. One option is to turn the rule back on. Or, to continue the substitution process, click the **Create Rule** button.

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to "fill in").

My Substitution Rules

Create Rule | Create | Refresh

Tasks	Assignee	What To Do	Status	Rule Activation

Row 1 of 6

After clicking the Manage Substitution Rules link from the previous screen, you will see the Manage Substitution Rules window.

Note: If you already have a substitution rule in place it will be displayed in the table. Or, to continue the substitution process by clicking the Create Rule button.

Substitutions

This screen will allow you to define which tasks you want to assign your substitute.

In the **I Want the Nominee To** area, select **Receive My Tasks** or **Fill in For Me**. In the example below we selected **Receive My Tasks**. Then click the **Next** button.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule 2 Set Rule Activation

Nominee: **Select...**

Assign These Tasks: **All**

The nominee is the substitute for all tasks.

I Want the Nominee To:

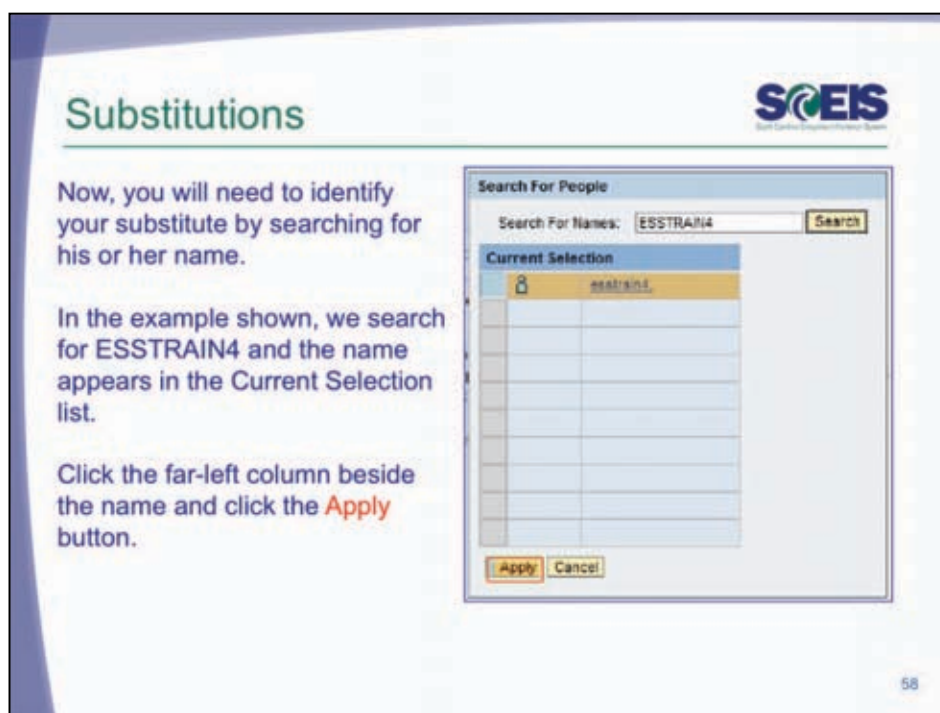
☒ **Receive My Tasks**
You hand over tasks to the nominee for the duration of your planned absence. In the next step you can set a start date for this rule.

☐ **Fill in For Me**
If you are unexpectedly absent, the nominee can take over your tasks completely.

Next **Cancel**

57

After clicking the Create Rule button, you will be directed to a screen that allows you to define which tasks you want to assign your substitute. In the I Want the Nominee To area, select Receive My Tasks or Fill in For Me. In the example shown, we selected Receive My Tasks. Then click the Next button.



After clicking the Next button, you will need to identify your substitute by searching for his or her name.

In the example shown, we search for ESSTRAIN4 and the name appears in the Current Selection list.

Click the far-left column beside the name and click the Apply button.

Substitutions

Next, the Nominee's (substitute's) name appears in the Nominee field.

In this example, esstrain4 appears. If this is what you intended, click the **Next** button.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule 2 Set Rule Activation

Nominee: esstrain4 **Select**

Assign These Tasks: All

The nominee is the substitute for all tasks

I want the Nominee To:

☒ Receive My Tasks
You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule.

☐ Fill in for me
If you are unexpectedly absent, the nominee can take over your tasks completely.

Next **Cancel**

59

After clicking the Apply button, the Nominee's (substitute's) name appears in the Nominee field.

In this example, esstrain4 appears. If this is what you intended, click the Next button.

Substitutions

After clicking the Next button, you can identify if you want the substitute to begin receiving your items **At Once**, or you can specify a specific **Date**.

After identifying when the rule should be activated, click the **Save** button.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule 2 Set Rule Activation

On saving, turn the following rule on:

- ☒ On - The rule will be enabled
 - ☒ At Once
 - ☐ On
- ☐ Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.


[Previous](#) [Save](#) [Cancel](#)

60

After clicking the Next button, you can identify if you want the substitute to begin receiving your items At Once, or you can specify a specific Date.

After identifying when the rule should be activated, click the Save button.

Substitutions



To resume your approval responsibilities, use the **Turn Off** feature found in the My Substitution Rules area.

If you are out of the office again, instead of going through the steps just identified, you can go to this work area and Turn On the rule.

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to "fill in").

My Substitution Rules

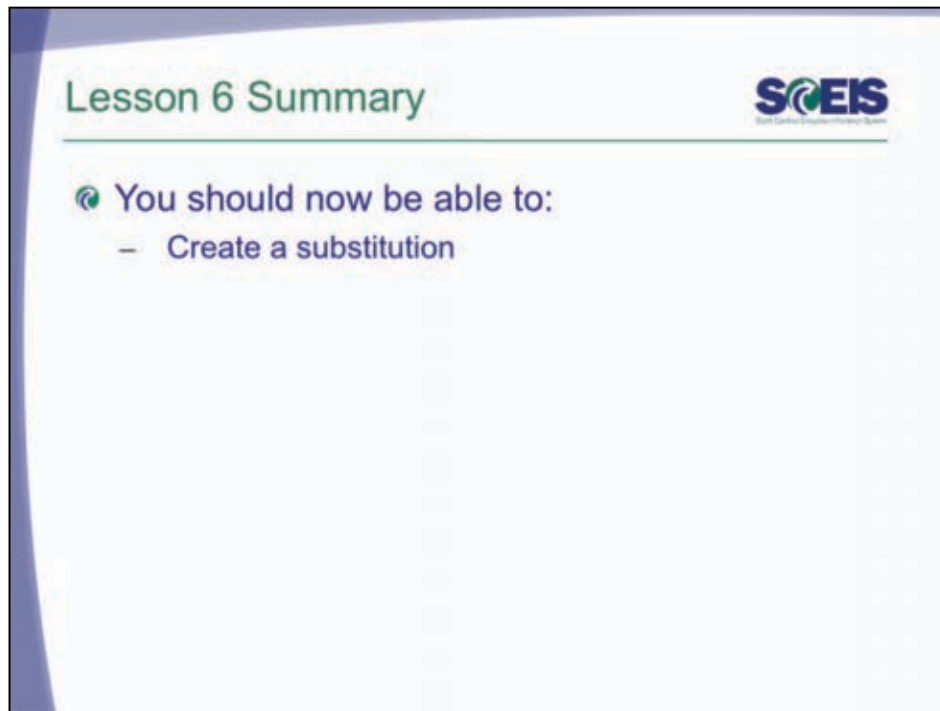
Create Rule Delete Refresh

Tasks	Assignee	What To Do	Status	Rule Activation	
All	rsashrin4	Receives my tasks	Ongoing	Successful	Turn Off

Row 1 of 1

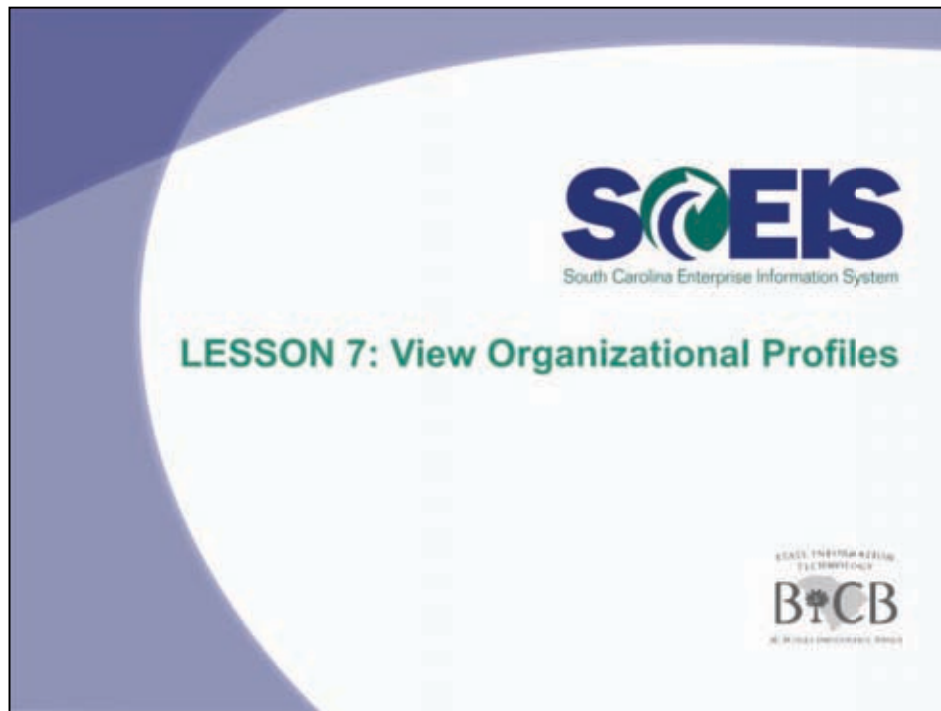
Once you are ready to resume your approval responsibilities, you can use the Turn Off feature found in the My Substitution Rules area.

If you are out of the office again, instead of going through the steps just identified, you can go to this interface and Turn On the rule.

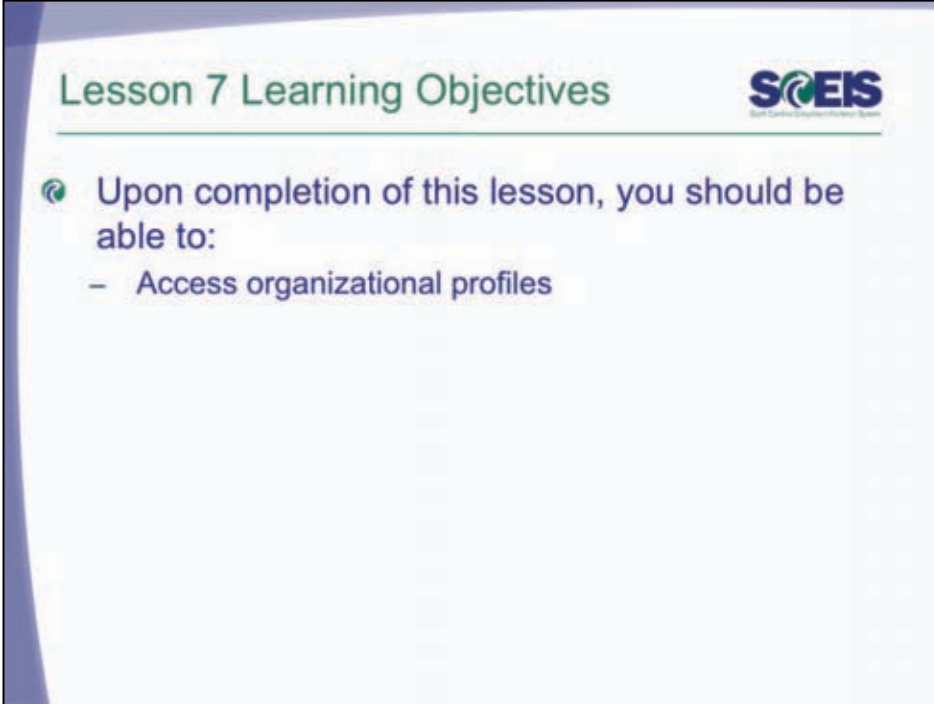
**Lesson 6 Summary**

You should now be able to:

- Create a substitution



LESSON 7: View Organizational Profiles

A screenshot of a presentation slide titled "Lesson 7 Learning Objectives". The slide has a light blue background with a dark blue curved border on the left. The title is in green text at the top left. The SOEIS logo is in the top right corner. Below the title, there is a green circular icon with a white arrow, followed by the text "Upon completion of this lesson, you should be able to:". Below this, there is a bulleted list with one item: "Access organizational profiles".

Lesson 7 Learning Objectives

SOEIS

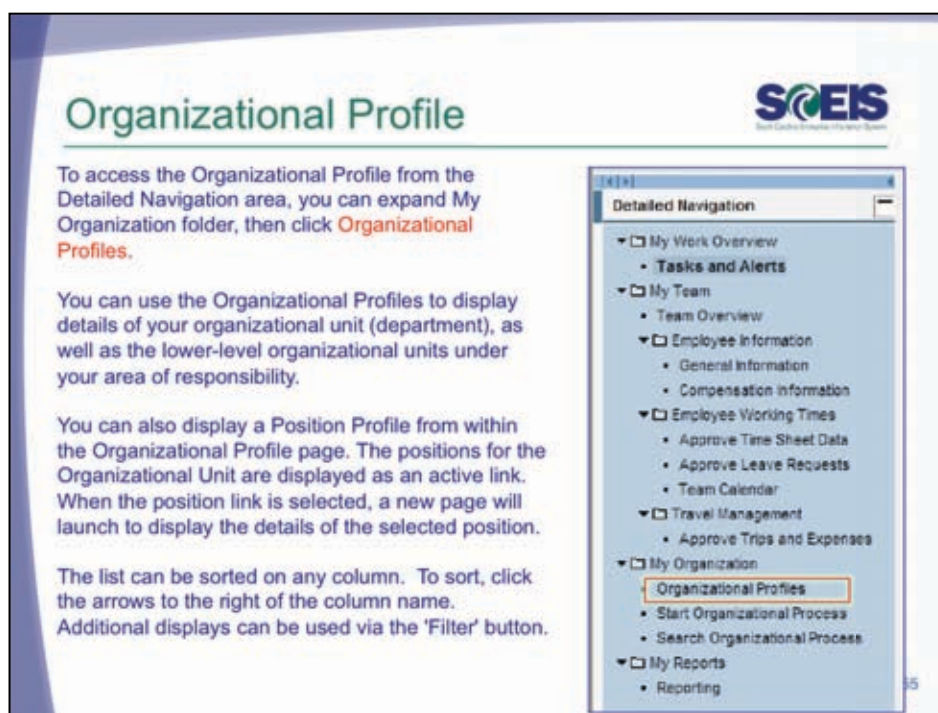
Upon completion of this lesson, you should be able to:

- Access organizational profiles

Lesson 7 Learning Objectives

Upon completion of this lesson, you should be able to:

- Access organizational profiles



To access the Organizational Profile, from the Detailed Navigation area, you can expand My Organization folder, then click Organizational Profiles.

You can use the Organizational Profiles to display details of your organizational unit (department), as well as the lower-level organizational units under your area of responsibility.

You can also display a Position Profile from within the Organizational Profile page. The positions for the Organizational Unit are displayed as an active link. When the position link is selected, a new page will launch to display the details of the selected position.

The list can be sorted on any column. To sort, click the arrows to the right of the column name. Additional displays can be used via the 'Filter' button.

Organizational Profile

You can use the Organizational Profiles tool to display details of your organizational unit (department), as well as lower-level organizational units under your area of responsibility.

Organizational Unit Search

Organizational Unit Selection: [All Organizations Profile] [X]

Display: [Organizational Profile] [X]

Organizational Unit	Organizational Unit ID	Manager	Unit Order ID	Unit Order ID
AGRICULTURAL SERVICES DIVISION	2400147	Michael H. Carroll	CD-RESEARCHERS OFFICE	F103-00110
AGRICULTURAL SERVICES DIVISION	2400148	Michael H. Carroll	CD-RESEARCHERS OFFICE	F103-00110
AGRICULTURAL SERVICES DIVISION	2400149	Michael H. Carroll	CD-RESEARCHERS OFFICE	F103-00110
AGRICULTURAL SERVICES DIVISION	2400150	Michael H. Carroll	CD-RESEARCHERS OFFICE	F103-00110
AGRICULTURAL SERVICES DIVISION	2400151	Michael H. Carroll	CD-RESEARCHERS OFFICE	F103-00110

Link to MySCEmployee Manager: [Link]

General Description

No data available

Accession

Organizational Unit: AGRICULTURAL SERVICES DIVISION

Company Code: State of South Carolina

Business Line: AGRICULTURE SERVICES

Personnel Area: DEPARTMENT OF AGRICULTURE

Personnel Subarea: STATE OF SOUTH CAROLINA

Controlling Area: CONTROLLING OFFICE

Position Holders


Organizational Unit: AGRICULTURAL SERVICES DIVISION

Position	Position ID	Person
AGRICULTURAL SERVICES DIVISION	F100000	AGRICULT
AGRICULTURAL SERVICES DIVISION	F100000	AGRICULT
AGRICULTURAL SERVICES DIVISION	F100000	AGRICULT
AGRICULTURAL SERVICES DIVISION	F100000	AGRICULT
AGRICULTURAL SERVICES DIVISION	F100000	AGRICULT

Page 66

You can use the Organizational Profiles tool to display details of your organizational unit (department), as well as lower-level organizational units under your area of responsibility.

Organizational Profile



On the top of the Organizational Profile page, select the Organizational Unit whose information you want to review.

As in other Manager Self Service applications, the Organizational Unit's information will be displayed on other parts of the page.

As an example, select **Agricultural Services Division**, and that unit's information will be displayed on the next page.

Organizational Unit Search

Organizational Unit Selector: All Organizational Units

Display: Organizational Information

[Customize Layout](#)
[Filter On](#)

Organizational Unit	Organizational Unit ID	Manager	Cost Center ID	Cost Center ID
AGRICULTURAL SERVICES DIVISION	21600187	Michael M. Carroll	COMMISSIONER'S OFFIC	P180A60010
FRUIT & VEGETABLE DEPARTMENT	21600195	Michael M. Carroll	COMMISSIONER'S OFFIC	P180A60010
GRASS DEPARTMENT	21600196	Michael M. Carroll	COMMISSIONER'S OFFIC	P180A60010
LIVESTOCK DEPARTMENT	21600197	Michael M. Carroll	COMMISSIONER'S OFFIC	P180A60010
MARKET NEWS DEPARTMENT	21600198	Michael M. Carroll	COMMISSIONER'S OFFIC	P180A60010

[New](#)
[1 of 6](#)

67

On the top of the Organizational Profile page, select the Organization Unit whose information you want to review.

Like other Manager Self Service applications, the Organizational Unit's information will be displayed on other parts of the page.

For example, if you select Agricultural Services Division, that unit's information will be displayed.

Organizational Profile

The unit's information is now displayed and it includes:

- **Accounting** information, and
- **Position Holder** information.

Click the position title in the **Position Holders** area to see additional detailed information.

Accounting

Organizational Unit: AGRICULTURAL SERVICES DIVISION

Company Code: State of South Carolina
Business Area: AGRICULTURE DEPARTMENT
Personnel Area: DEPARTMENT OF AGRICULTURE
Personnel Subarea:
Controlling Area: State Of South Carolina
Cost Center: COMMISSIONER'S OFFICE

Position Holders

Organizational Unit: AGRICULTURAL SERVICES DIVISION

Position	Position ID	Holder
ADMINISTRATIVE SPECIALIST	#1003893	View
ADMINISTRATIVE SPECIALIST	#1003894	View
ADMINISTRATIVE SPECIALIST	#1003893	Add
ADMINISTRATIVE SPECIALIST	#1003892	Add
ADMINISTRATIVE SPECIALIST	#1003891	Add


Row 1 of 10

68

After identifying the Organizational Unit on the top of the screen, that unit's information is displayed, to include Accounting information and Position Holder information.

Click the position title in the Position Holders area to see additional detailed information on a position.

Organizational Profile



The Position Holders information specific to that position is now displayed and includes information on the following: **Position Description, Accounting, Compensation, Employee who holds the position, Cost Distribution and Employee Group.**

Position Profile

Position Description

Position: ADMINISTRATIVE SPECIALIST

Agency: State of South Carolina

Accounting

Position: ADMINISTRATIVE SPECIALIST

Commodity Code: State of South Carolina

Business Area: AGRICULTURE DEPARTMENT

Department: DEPARTMENT OF AGRICULTURE

Personnel Subarea: ADMINISTRATIVE SUPPORT

Controlling Area: State of South Carolina

Plant Number: 0000000000000000

Compensation

Position: ADMINISTRATIVE SPECIALIST

Pay Grade Type: CLASSIFIED

Pay Grade Area: BUCSIC

Pay Grade: BUCSIC 55

Pay Grade Level: 55 Pay: \$9

Minimum: \$2,000.00 Max: \$22,775.00

Reference Salary: \$4,000.00

Time Unit: Annually

Currency: USD

Position Tables

Position: ADMINISTRATIVE SPECIALIST

Table	Category	Value
Table 1	Category 1	Value 1
Table 2	Category 2	Value 2
Table 3	Category 3	Value 3
Table 4	Category 4	Value 4
Table 5	Category 5	Value 5

Cost Distribution

Position: ADMINISTRATIVE SPECIALIST

Category	Cost Center	Cost	Cost Percent
Category 1	Cost Center 1	Cost 1	Cost Percent 1
Category 2	Cost Center 2	Cost 2	Cost Percent 2
Category 3	Cost Center 3	Cost 3	Cost Percent 3
Category 4	Cost Center 4	Cost 4	Cost Percent 4
Category 5	Cost Center 5	Cost 5	Cost Percent 5

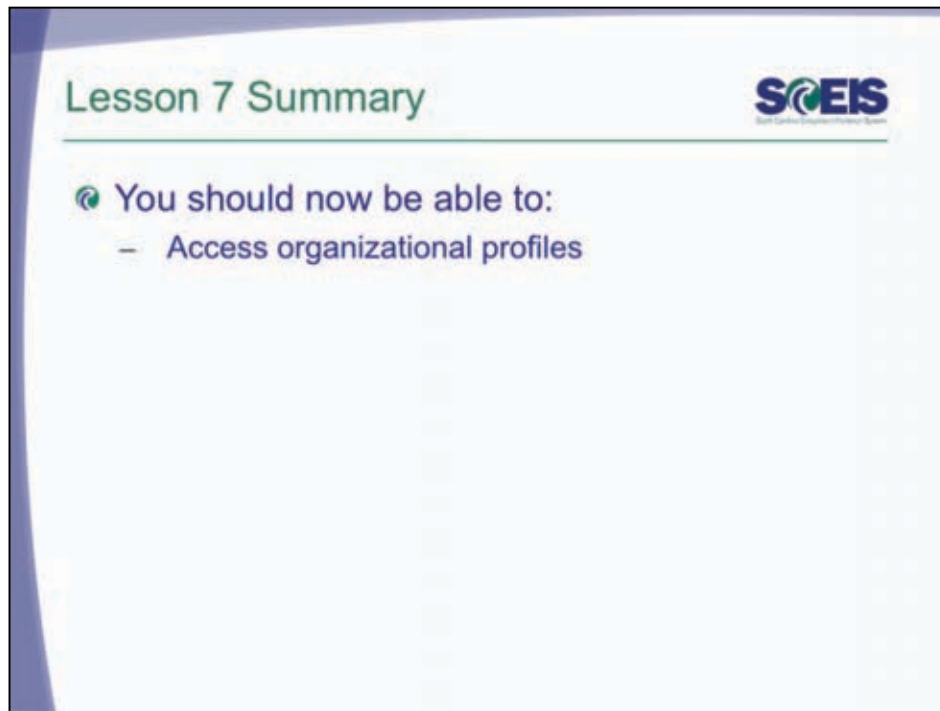
Employee Group

Position: ADMINISTRATIVE SPECIALIST

Employee Group: CLASSIFIED

Employee Subgroup: PT-CR 1000 & L

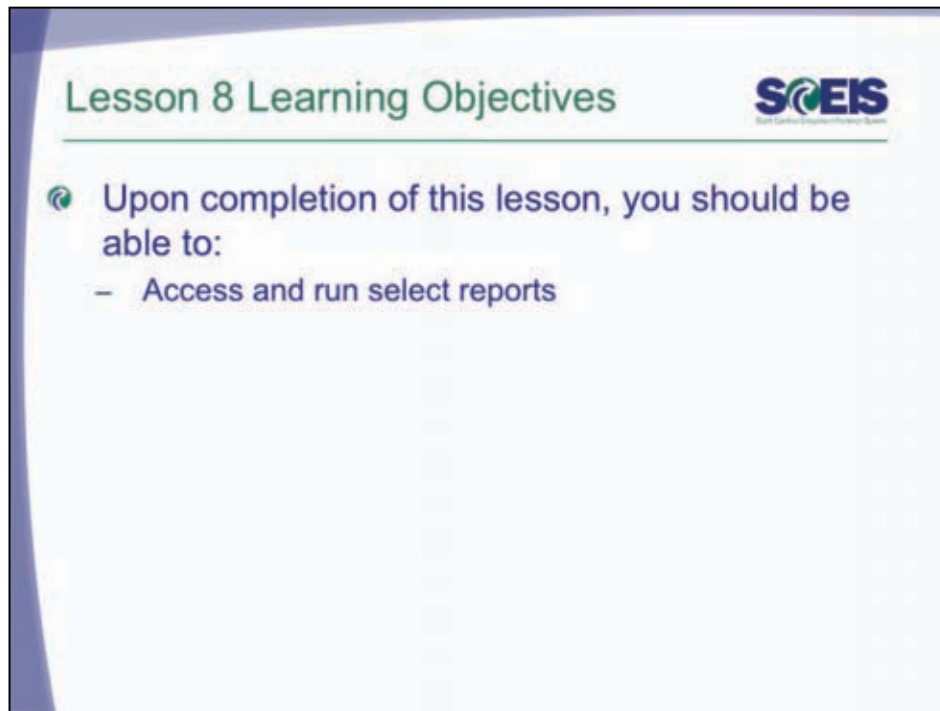
After clicking on one of the Position Holders, information specific to that position is displayed and includes information on the following: Position Description, Accounting, Compensation, Employee who holds the position, Cost Distribution and Employee Group.

**Lesson 7 Summary****You should now be able to:**

- Access organizational profiles

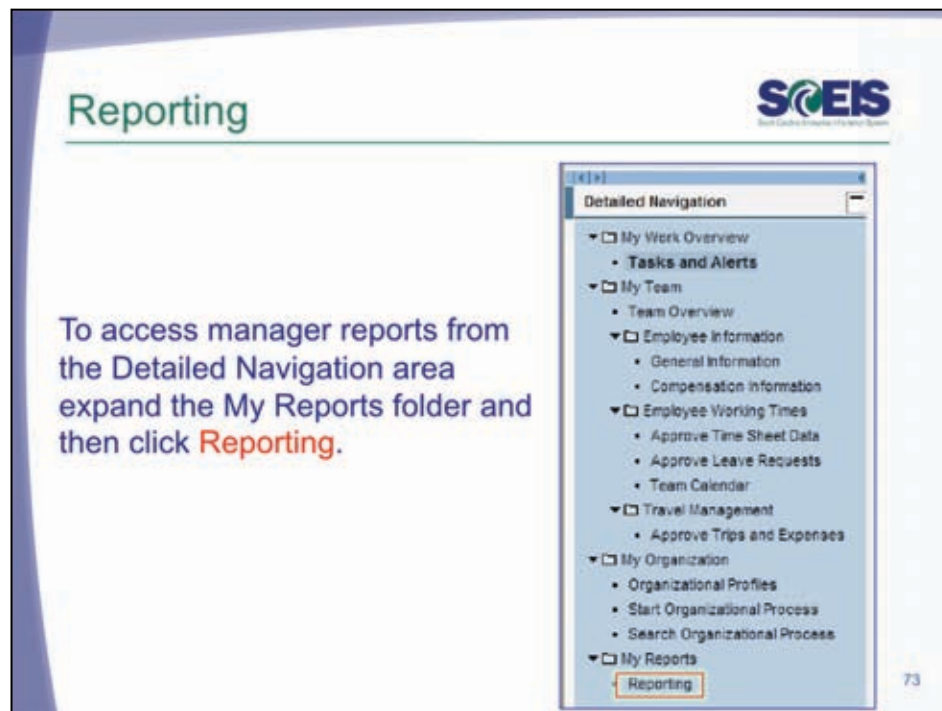


LESSON 8: Reports

**Lesson 8 Learning Objectives**

Upon completion of this lesson, you should be able to:

- Access and run select reports



To access manager reports from the Detailed Navigation area you can expand the My Reports folder, then click Reporting.

Reporting

Step 1 of running a report is now shown.

From the **Select a Report or Category** area, you can choose to view **All Categories** of reports, **Employee Data** reports or **Time Management** reports.

In this screen, the manager has chosen to review available Time Management reports.

Once the type of report has been identified, click the **Define Selection Criteria** button.

The screenshot shows the SOEIS Reporting interface. At the top, there's a progress bar with three steps: 1. Select Report, 2. Define Selection Criteria, and 3. Report Results. Step 1 is currently active. Below the progress bar, there's a dropdown menu labeled 'Select a Report or Category' with 'Time Management' selected. Below this is a table of reports and categories.

Report	Category
Absence queries	Time Management
Absences	Time Management
Absence check	Time Management
Absences	Time Management
Personal work schedule	Time Management
Time travel	Time Management
Display Working Times	Time Management

At the bottom of the table, there are navigation buttons: 'Previous Step', 'Define Selection Criteria', and 'Report Results'.

After clicking the Reporting link from the previous screen, you will be taken to step one of running a report.

From the Select a Report or Category area, you can choose to view All Categories of reports, Employee Data reports or Time Management reports.

In this screen, the manager has chosen to review available Time Management reports.

Once the type of report has been identified, click the Define Selection Criteria button.

Reporting

Step Two will now ask you to identify if you want to run the chosen report on all or only some of your employees.

For All Employees-
Click on the **Select All** button to run the report for all of your employees.

For Some Employees-
Hold the CTRL key as you click in the column next to each employee's name whose information you want to review.

Once you have identified the employee(s) who you want to run the report on, click the **Report Result** button.

The report will open in a new window.

Reporting

1 Select Report 2 Define Selection Criteria 3 Report Results

Period: Today Date: 10/12/2009

Selection: Direct Reports

Select All Deselect All Filter On

Employee	ID	
Michele S. Dickerson	00008895	P
John D. Anderson	00008896	P
Mary Ann Simons	00008897	P
William J. Salvatore	00008898	P
Theodore Moore	00001131	P

Row 1 of 5

Previous Step Report Result

75

After clicking the Define Selection Criteria button, you will be taken to step two (Define Selection Criteria) in which you will be able to identify if you want to run the chosen report on all or some of your employees.

You can click on the Select All button to run the report for all of your employees.

Or to run the report on select employees, hold the CTRL key as you click in the column next to each employee's name whose information you want to review.

Once you have identified the employee(s) who you want to run the report on, click the Report Result button.

The report will open in a new window.

Reporting

Step three indicates that the report has been generated.

From here, you can **Change selection criteria** or **Select another report**.

Reporting

1 2 3

Select Report Define Selection Criteria Report Results

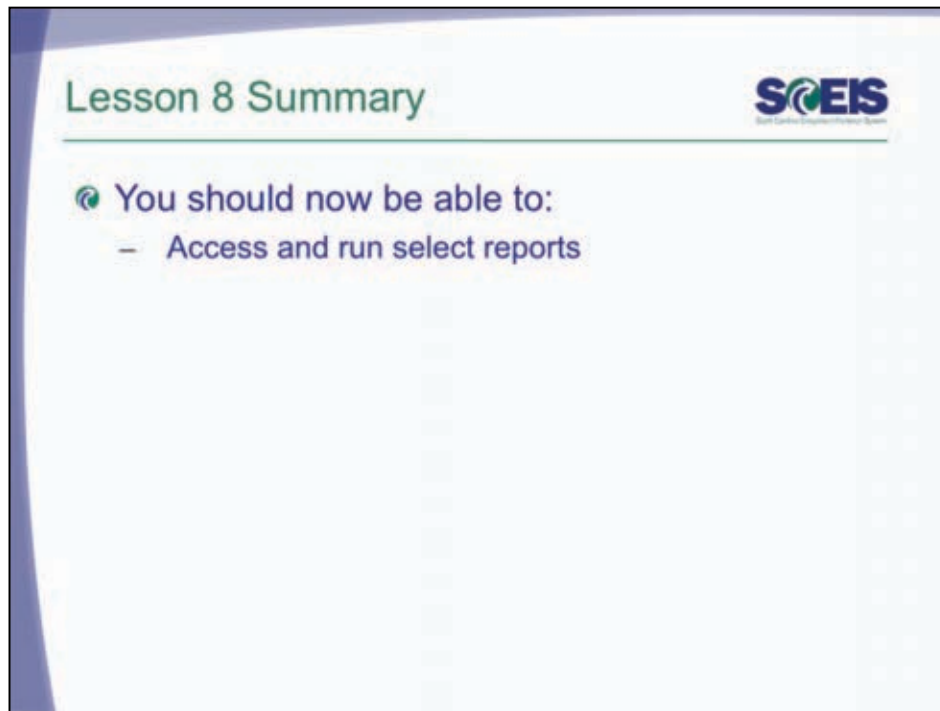
The results are displayed in a separate window.

What do you want to do next?

Change selection criteria
Select another report

76

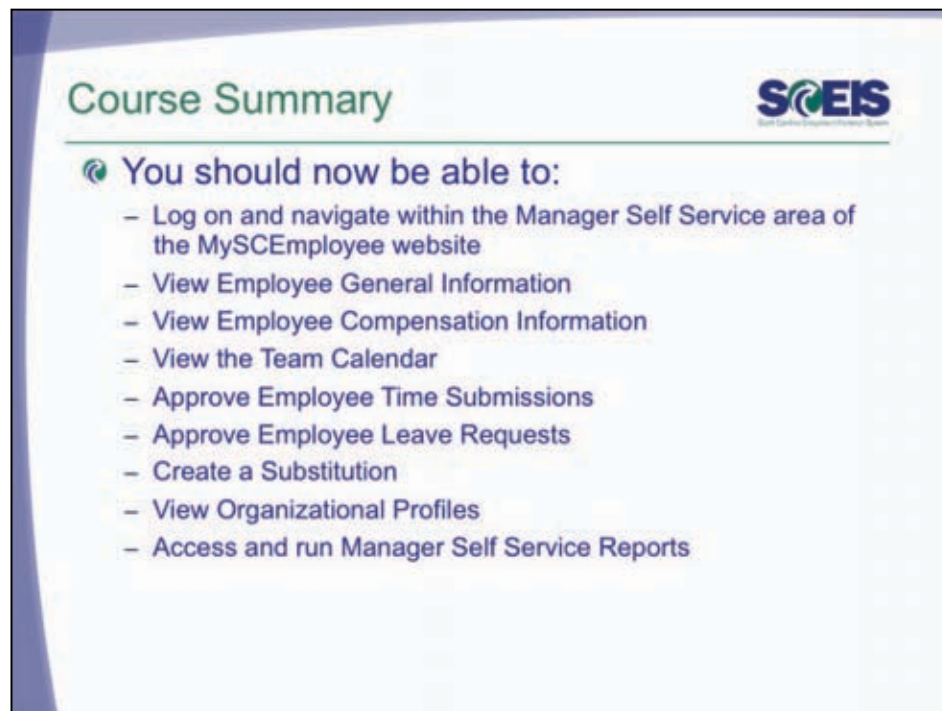
Step three indicates that the report has been generated. From here, you can Change selection criteria or Select another report.

**Lesson 8 Summary****You should now be able to:**

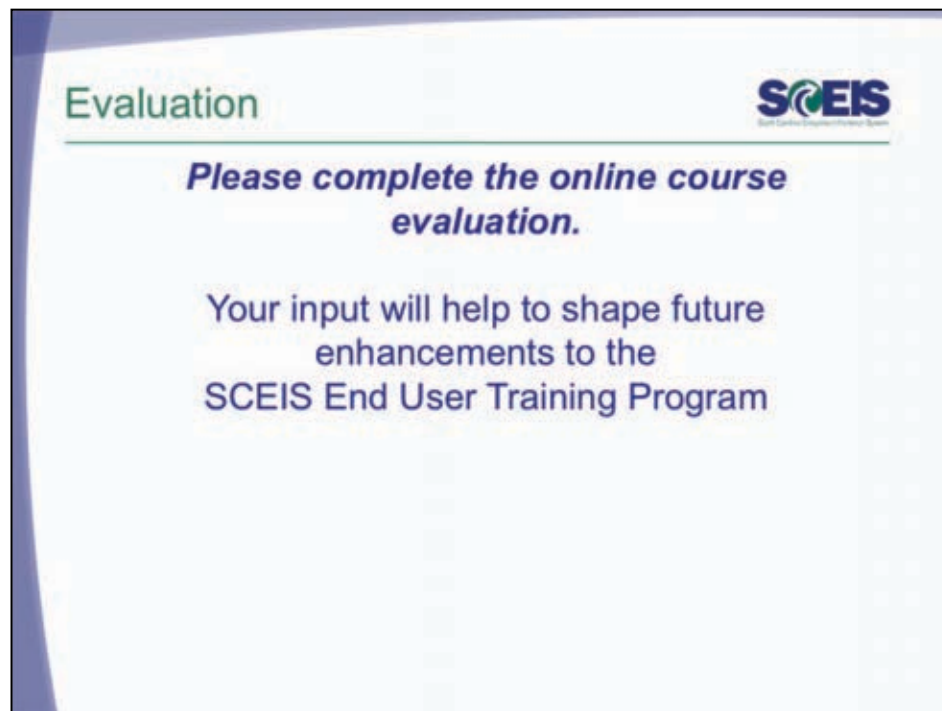
- Access and run select reports



COURSE SUMMARY

**You should now be able to:**

- Log on and navigate within the Manager Self Service area of the MySCEmployee website
- View employee general information which includes
 - Understanding how to enter time on behalf of an employee and
 - Understanding how to change an employee's contact information/emergency contact information
- View employee compensation information
- View the team calendar
- Approve employee time submissions
- Approve employee leave requests
- Create a Substitution
- View organizational profiles
- Access and run Manager Self Service reports



Please complete the online course evaluation. Upon completing the evaluation, you will have finished the requirements necessary to show "completion" for this course. Also, your input will help to shape future enhancements to the SCEIS End User Training Program.